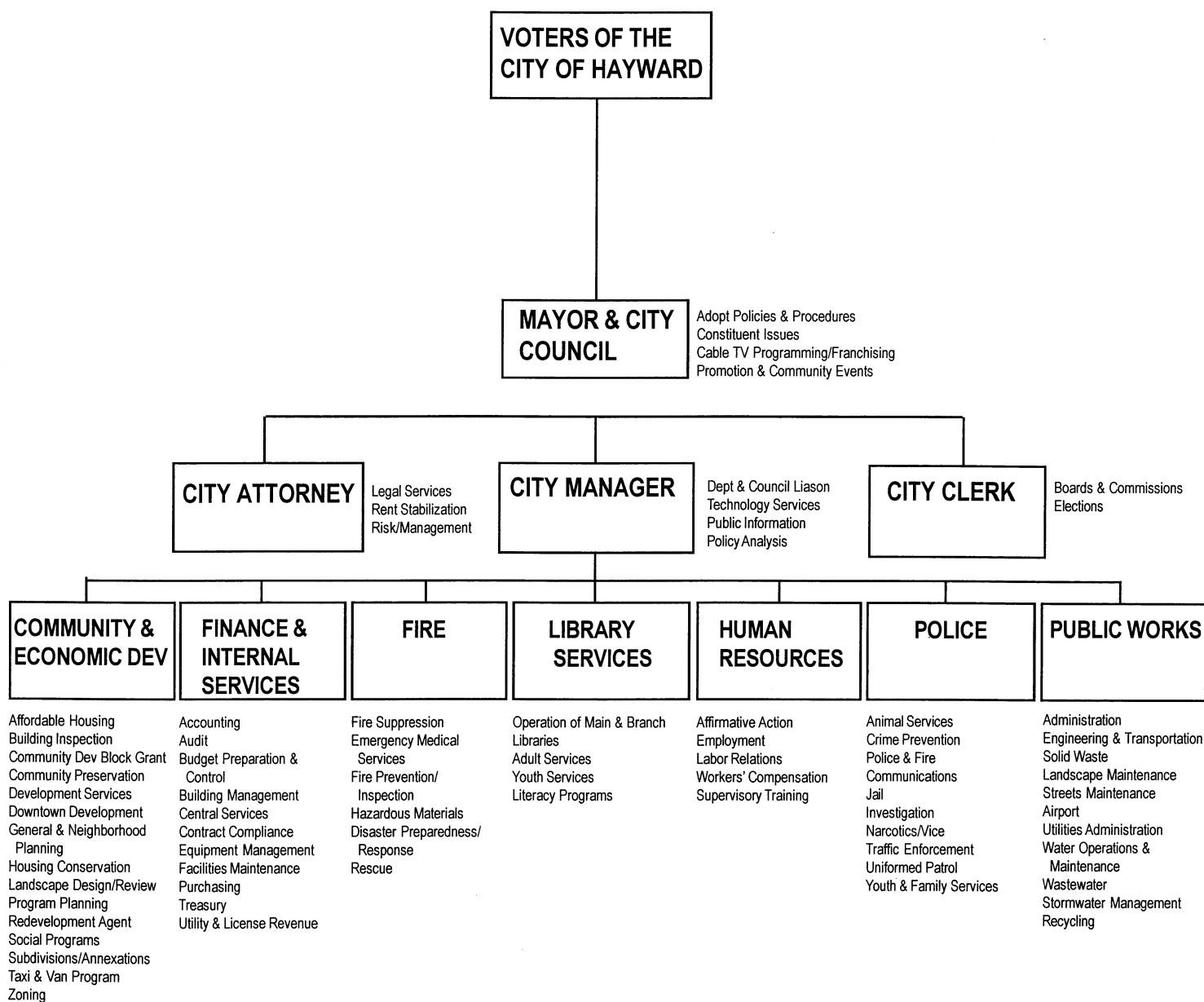


*ADOPTED
BUDGET
2003-2004*

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ORGANIZATION OF THE CITY OF HAYWARD



CITY OF HAYWARD

ELECTED OFFICIALS

Roberta Cooper
Mayor

Kevin Dowling
Council Member

Olden Henson
Council Member

Joseph Hilson
Council Member

Matt Jimenez
Council Member

Doris Rodriquez
Mayor Pro Tempore

William Ward
Council Member

APPOINTED BY CITY COUNCIL

Michael O'Toole
City Attorney

Jesús Armas
City Manager

Angelina Reyes
City Clerk

ADMINISTRATIVE STAFF

Assistant City Manager, Acting

Community and Economic Development Director

Finance and Internal Services Director, Acting

Fire Chief

Human Resources Director

Library Director

Police Chief

Public Works Director

Perry H. Carter, CPA

Sylvia Ehrenthal

Diane Lewis

Larry Arfsten

Beth Perrin-Scales

Marilyn Baker-Madsen

Craig Calhoun

Dennis Butler



CITY OF
HAYWARD
HEART OF THE BAY

September 5, 2003

Honorable Mayor and City Council:

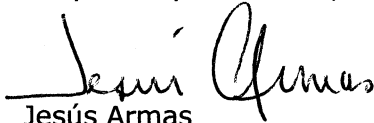
I am presenting to you the 2003-2004 budget, which includes the adopted appropriations and spending plan for 2003-04. This document reflects the changes made by the City Council to the recommended budget submitted to you in May of this year.

The Council spent many hours reviewing the recommended budget, receiving testimony from the public on the proposals in the budget and deliberating the potential impact of the proposals. Two work sessions were held on May 20 and May 27, at which the Council evaluated the operating budget and staff provided additional information. On June 3, a general public hearing was conducted by the Council to provide an opportunity for residents to comment on the budget.

The budget was adopted by the Council on June 17, 2003, and was effective with the start of the fiscal year on July 1.

City staff and I look forward to working with the Council to accomplish the objectives for 2003-04.

Respectfully submitted,


Jesús Armas
City Manager

OFFICE OF THE CITY MANAGER

777 B STREET, HAYWARD, CA 94541-5007

TEL: 510/583-4300 • FAX: 510/583-3601 • TDD: 510/247-3340

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2003 - 04 Adopted Budget Table of Contents

INTRODUCTION

Table of Contents	i
Budget Message	1
Financial Overview - All Funds Summaries	11
Personnel Summaries and Organization Charts By Department (All Funds).....	15
GENERAL FUND	
General Fund Revenue and Expense Summary.....	45
Schedule of Reserves	47
General Fund Revenue By Source Summary	48
Mayor and City Council Department	51
Mayor and City Council Program.....	54
City Manager Department.....	55
Office of the City Manager	60
Public Information Program	61
Technology Services Department.....	62
City Attorney Department.....	63
Legal Services Program	66
Rent Review Program.....	67
City Clerk Department	69
Office of the City Clerk	73
Municipal Elections Program.....	74
Human Resources Department.....	75
Human Resources Administration and Employee Relations Program.....	79
Miscellaneous Benefits Program.....	80
Finance and Internal Services Department	81
Administration Division	86
Accounting Division.....	87
Revenue Division.....	88
Purchasing and Central Services Division.....	89
Building and Facilities Management Division	90
Police Department.....	91
Office of the Chief.....	98
Investigation Division.....	99
Patrol Division	100
Operations Support Division.....	101

2003 - 04 Adopted Budget Table of Contents

Fire Department	103
Administration Division	107
Support Services Division	108
Operations Division	109
Public Works Department.....	111
Administration Division	116
Engineering and Transportation Division.....	117
Landscape Maintenance Division.....	118
Street Maintenance Division.....	119
Community and Economic Development Department.....	121
Administration Division	128
Building Division.....	129
Planning Division	130
Neighborhood and Economic Development Division	131
Social Service Funding	132
Library Department	135
Library Program	140
Literacy Program	141
Library Grants	142
Non-Departmental Program	145
REDEVELOPMENT AGENCY FUND	
Downtown Development Division - Redevelopment Agency	151
Redevelopment Agency – Low and Moderate Income Housing.....	157
SPECIAL REVENUE FUNDS	
Fund Descriptions.....	163
Housing and Homeownership Funds.....	165
Small Business Economic Development Loan Fund	179
Community Development Block Grant Fund	185
Downtown Business Improvement Fund	197
Recycling Fund	201
Narcotics Asset Seizure Fund	207
Citizen's Option for Public Safety	211
Local Law Enforcement Block Grant Funds	215
DEBT SERVICE FUNDS	
Fund Descriptions.....	219
Redevelopment Agency Debt Service Fund	221
Certificates of Participation Debt Service Fund	225
Special Assessments Debt Service Fund	229

2003 - 04 Adopted Budget

Table of Contents

ENTERPRISE FUNDS

Fund Descriptions	233
Measure B - Paratransit Fund	235
Stormwater Maintenance and Operations Fund	239
Utilities Division – Water Pollution Source Control.....	245
Street Maintenance Division – Stormwater Management and Urban Runoff Control Program	247
Utilities Division – Maintenance, Stormwater Pump Station Maintenance Program	249
Wastewater Maintenance and Operations Fund	251
Utilities Division – Wastewater Systems Administration Program	258
Utilities Division – Water Pollution Control Facility Program.....	260
Utilities Division – Collection System and Utilities Maintenance Program	263
Utilities Division – Industrial Pretreatment Program	265
Water Maintenance and Operations Fund.....	267
Utilities Division – Administration, Water System Administration Program	274
Utilities Division – Water Maintenance Program	276
Utilities Division – Administration, Landscape Water Conservation Program	279
Revenue Division – Utility Billing Program.....	281
Airport Operations Fund	283
Centennial Hall Fund	291

INTERNAL SERVICE FUNDS

Fund Descriptions	295
Workers' Compensation Fund	297
Liability Insurance Fund	303
Equipment Management Fund	307

**2003 - 04 Adopted Budget
Table of Contents**

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CITY OF
HAYWARD
HEART OF THE BAY

May 9, 2003

Honorable Mayor and City Council:

Earlier this year, staff submitted a mid-year budget review to Council. The report addressed the City's financial condition with respect to the current year and also provided Council with financial projections for 2003-04 and 2004-05. Unfortunately, the projections indicated a growing deficit for the City's General Fund over the next two years. The slowing economy, at that time a potential war in Iraq, and the State budget crisis all had negative impacts on the City's finances. In response to the emerging imbalance in the City's General Fund budget and the uncertainties noted above I recommend to Council an approach that would respond to the current year's projected revenue shortfall and position the City to address the upcoming budget cycle.

With respect to 2002-03, I recommended, a series of "belt tightening" steps involving both employee services and non-employee services expenditures. More specifically, unfilled employee positions would be held open unless there was an overriding reason to fill them. Secondly, non-employee services budgets were subjected to an overall 3% reduction. With these cost containment steps in place and no further erosions in revenue I believe we will achieve a "breakeven" position in the General Fund for this year. Unfortunately, these measures will not be sufficient to balance the projected budget shortfall for 2003-04.

Concerning the 2003-05 budget cycle I made several recommendations that are embodied in this recommended budget. First, the recommended budget covers only one year. Attempting to develop a detailed two-year budget with so many uncertainties in play is problematic at best and may become counterproductive. However, should conditions stabilize I would suggest that the City return to a two year budget for the 2005-07 time period. I would also like to emphasize that reverting to a one-year budget does not mean that future financial planning is limited to one year.

Second, I recommended that the City use 2003-04 as a transition year to begin the process of aligning on-going expenditures with on-going revenues. By transition year I meant two things: first, that the cost containment measures discussed earlier continue and second that the City use the 2003-04 year to carefully plan and develop cost containment measures to balance the General Fund budget on a long-

OFFICE OF THE CITY MANAGER

777 B STREET, HAYWARD, CA 94541-5007

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term basis. Absent growth in the revenues received by the City, it is very likely that further service reductions will have to be made for future periods. I anticipate that these reductions will be significant and sufficient time to plan and communicate them is key to a successful implementation.

Third, I proposed an approach to 2003-04 that would use cost savings measures and a portion of the City's reserves to balance the budget. At the time of the mid-year budget review I suggested that the PERS reserve of \$1 million, approximately \$5.6 million of contingency reserves and salary costs savings of approximately \$2 million would be needed to balance the budget. Again, the primary benefit of this approach is that public services are not abruptly curtailed and sufficient time for planning, review and discussion by Council of any proposed changes is provided.

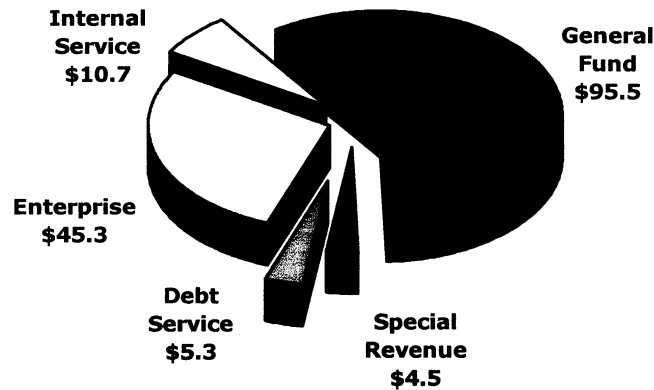
Such was the state of affairs at the City's mid-year budget review. Since then much has changed and in certain key areas little has changed. First and foremost the State budget crisis continues, while the economy remains sluggish. Because of these factors, there is continued downward pressure on the City's revenue base.

In keeping with the approach discussed with the Council, this budget relies on salary savings from certain vacant positions. It goes one step further, however, by recommending that 19 (General Fund 18, Hayward Redevelopment Agency 1) positions be "frozen", which means that funding is not provided for the frozen positions. The frozen positions along with salary savings that have occurred historically due to vacancies and retirements are estimated at \$2 million. However, the recommended budget only reflects the savings attributable to the frozen positions, which is approximately \$1.1 million. Recognizing only frozen position savings partially accounts for the projected budget shortfall of \$7.5 million as opposed to the \$6.5 million (after salary savings) as noted at the mid-year budget review. In addition, non-employee services budgets have been examined in the preparation of this budget and additional cost savings, albeit modest, have been affected.

BUDGET OVERVIEW—2003-04

The recommended 2003-04 operating budget is a balanced spending plan totaling \$161.3 million for all funds. Of this amount, \$95.5 million is for the General Fund, \$45.3 million is for Enterprise Funds, \$10.7 million is for Internal Service Funds, \$4.5 million is for Special Revenue Funds, and \$5.3 million is for Debt Service Funds. The following chart illustrates the composition of the City's operating budget by fund type.

**City of Hayward Operating Budget—All Funds
(\$ In Millions)**



This message focuses primarily on the General Fund, as this is where most City's services are budgeted. By way of summary, the following table provides an overview of the total General Fund revenues and expenditures as recommended for 2003-04.

**2003-04
General Fund
Revenues and Expenditures
(\$000's)**

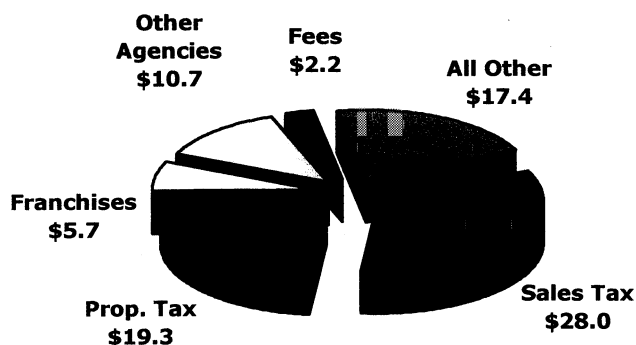
	<u>Amount</u>
Revenues	\$ 83,345
Expenditures	90,027
Transfers In	4,592
Transfers Out	5,444
Excess of Revenues (Expenditures)	<u>(7,534)</u>
PERS Reserve and Contingency Reserves	<u>7,534</u>
Subtotal	-
Beginning Fund Balance	<u>31,434</u>
Subtotal	31,434
Less Reserves Used	<u>(7,534)</u>
Ending Fund Balance	<u><u>\$ 23,900</u></u>

As can be seen from the schedule above, recurring General Fund expenditures are not in line with recurring revenues. Through the use of reserves, the budget is balanced for 2003-04. However, this is not a long-term solution. In order for the General Fund to be on a solid financial footing it will be necessary to bring expenditures in line with revenues.

Revenue Estimates – Sources of Funds

General Fund revenues come from several sources, the most significant of which are Sales Tax and Property Tax. However, there are other important revenue sources for the General Fund, such as the Real Property Transfer Tax and the Motor Vehicle In-Lieu Tax. The chart below provides a quick overview of General Fund revenue sources.

**General Fund Operating Revenues
(\$ in Millions)**



Sales Tax. Sales tax revenue is estimated at about \$28 million for 2003-04. This represents a decrease of approximately \$3 million (9.8%) from the 2002-03 budget. As has been discussed earlier with Council, nearly 40% of the City sales tax revenue comes from the "business to business" category. That is businesses that sell primarily to other businesses, and the transaction is taxable. This category has declined significantly. Many economists have labeled this recession as a business led recession and Hayward's experience would tend to support that observation. If there were a recovery in business spending, then Hayward would expect to see this category improve.

Property Tax. This revenue source continues to reflect both an active real estate market in terms of the number of sales and a market where values outpace inflation. At mid-year, property tax revenue was adjusted upward from the 2002-03 adjusted budget by \$750,000. Revenue collections to date for this revenue source indicate that the revised amount will be achieved. Staff believes that property tax will continue to show strong growth through 2003-04 and has applied

a net growth factor of 4% to the revised 2002-03 estimated property tax amount. Staff believes that a net growth of 4% is middle of the road and the probability that 4% growth will be achieved is very high.

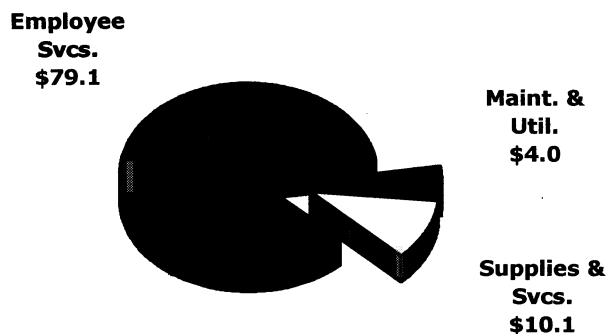
Other Sources. In general, other revenue sources are estimated to decline for 2003-04. Given the financial uncertainties discussed earlier, staff has been conservative in estimating the balance of revenues for the General Fund. One final note: The budget makes the assumption that the State will take no action that will place the Motor Vehicle In-Lieu at risk. While there is currently no legislation in process that would affect this critical revenue source, it is important to monitor the State's actions in this area. Based on the most recent information available from the State, the City could lose up to \$5 million in 2003-04 should the State not "backfill" VLF revues.

Expenditure Projections – Use of Funds

Overall, expenditures are budgeted to increase for 2003-04. This increase is due, in large part, to increased costs in the Employee Services category for contractual obligations, medical insurance premiums and retirement costs. More specifically, contractual obligations account for approximately 50% of the increased cost, employee benefits about 15% and increased retirement costs, 35%. Other areas, such as Maintenance and Utilities and Supplies and Services have been reduced from the prior year's expenditure levels. Nonetheless, the requested expenditure budget provides for a service level that is not significantly less than that provided in 2002-03.

The largest expenditure category for the General Fund is, of course, Employee Services. Given the fact Hayward, much like every other branch of local government, is a service provider, this is no surprise. The pie chart that follows provides a quick overview of the relationship of the expenditure categories.

General Fund Operating Expenditures (\$ in Millions)



Employee Related Costs. Personnel salary and benefit expenses comprise approximately 85% of the City's General Fund operating costs. For 2003-04, all negotiated salary and benefit increases are factored into the expenditure assumptions.

Non-Personnel Expenditures. The other primary expenditure categories, Maintenance and Utilities and Supplies and Services and Capital have been decreased from 2002-03 expenditure levels to reflect the "belt tightening" policy that was discussed earlier. In general, each department has seen a 5% reduction in expenditure budgets. This reduction provides some level of savings and does not significantly impair the ability of the various departments to meet their overall service delivery objectives.

State Budget Actions

Unfortunately, a disclaimer referencing the State's budget crises has become a required component of local government budgets. This has not changed for 2003-04. While much is not known, there are impacts. For example, the 2003-04 revenue budget reflects lowered grant revenue estimates. Also, the Hayward Redevelopment Agency has been affected with revenue shifts for ERAF of approximately \$100,000 for 2002-03, which will continue into 2003-04

Overall Service Level for 2003-04

By necessity, this budget message must focus on reductions and the anticipated budget shortfall. However, taken in context of all of the services that the City is able to deliver the budget for 2003-04 is essentially unchanged from 2002-03. I believe that the Council and employees of the City can take pride in being able to maintain an excellent level of service during an economic downturn such as we are facing now. On the other hand, it means that we are unable to initiate or support any new, major initiatives beyond those previously noted or discussed with Council.

Service Impact of Frozen Positions

As discussed earlier, I am recommending that certain employee positions be "frozen" for 2003-04. As the Council is well aware, frozen positions means, at some level, reduced services. This budget freezes approximately 18 positions or full time equivalents (FTE) in the General Fund and one position in the Redevelopment Agency. At the mid-year budget review Council indicated that it would like a report on the impact of any hiring slowdown. The following is a brief discussion of the service impact of the positions that have been frozen in the 2003-04 Operating Budget.

In general terms, the freezing of positions is manifested in the form of slower response times. In other cases, specific projects might be delayed or not done.

<u>Department</u>	<u>Service Impact</u>
Mayor and Council	
Administrative Analyst II	General impact, work delay. All work has been reassigned to other staff. Key duties such as support for special events, cable broadcasts, resident inquiries and complaints receive priority.
City Manager	
Secretary (Confidential)	General impact, work delay. All work has been reassigned to remaining support staff.
Finance and Internal Services	
Administrative Intern Administrative Clerk II Senior Account Clerk	General impact, work delay. The Administrative Intern position has not been filled for several years and will have no impact. The Administrative Clerk II position supports Finance Administration, Accounting, Budget, Building Management and Purchasing. All duties will be reassigned to Administrative Secretary. The Senior Account Clerk position will affect the Accounting Division and may impact the monthly and year-end reporting schedules. Some system enhancement projects may be delayed.
Police	
Senior Secretary Community Service Officer Animal Care Attendant Administrative Analyst II	General impact, work delay. Senior Secretary duties will be reassigned to other staff. CSO duties may require reassignment of other staff to avoid backlog. Existing staff will take on Animal Care Attendant duties. Existing staff will assume Administrative Analyst II duties.
Public Works	

<p>Associate Civil Engineer Tree Trimmer</p>	<p>General impact, work delay and reorganization of duties. Frozen Associate Civil Engineer will slow down delivery of projects. Public Works has four authorized Tree Trimmer positions. Three are assigned to bucket trucks and one to the "climbing crew" Major tree trimming work will continue. Delays in addressing smaller tree trimming projects likely to be experienced.</p>
<p>Library</p> <p>4 Library Pages (1.2 FTE) 2 Senior Library Pages (1.2 FTE) 2 Youth Services Librarians I (1 FTE) 2 Library Assistants (1 FTE)</p>	<p>General impact, work slowdown and reduction of services. Service hours will be maintained, however, less emphasis will be placed on community outreach, library facilities, collection development, cataloging and shelving materials.</p>
<p>Community and Economic Development (CED)</p> <p>Redevelopment Project Manager Economic Development Specialist Senior Planner Building Inspector Administrative Intern</p>	<p>General impact, work delay and delay/deletion of projects. Freezing the Redevelopment Project Manager position results in reduction in ability to undertake new projects. Freezing Economic Development Specialist, adversely effects business retention visits and reduces ability to conduct research projects on economic development issues. Senior Planner, position will result in an increase in response times in processing applications. Building Inspector, reduction in number of daily inspections conducted. Administrative Intern, reduction in basic data collection and research functions.</p>

CLOSING REMARKS


Over the past few years the Council has been fiscally responsible in allocating resources to address the needs of the community. This approach has allowed the City to rebuild reserves to be used for the "rainy day" which always comes. That day is upon us now. By using the City's reserves to "transition" from current budget levels to a new budget equilibrium, any changes in service delivery can be cushioned and more accurately identified. Clearly, balancing the budget is a major objective for the upcoming year. However, other City activity does not stop because of funding issues and many important Council initiatives will continue to be priorities. As is often the case, whether in good times or bad, striking a balance among competing priorities is the challenge.

I believe that this budget achieves the objectives that Council outlined at the mid-year budget review. In particular, it recognizes in a responsible way the economic uncertainties that the City faces and, it outlines an approach to deal with a projected growing budget shortfall that is flexible and graduated. Finally, the budget is balanced without having to use all of the funds set aside by Council for contingencies.

We all look forward to working with Council to implement the many important projects contained in the budget and to continue to provide excellent service to Hayward residents.

I would be remiss if I did not acknowledge and thank all of the individuals who are instrumental in developing and producing this budget. The City of Hayward is fortunate to have a competent and dedicated staff and I extend my sincere thanks to those responsible for their efforts toward the completion of this budget.

Respectfully submitted,

A handwritten signature in dark ink, appearing to read "Jesús Armas". The signature is fluid and cursive, with a large initial "J" and "A".

Jesús Armas
City Manager

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Financial Overview

The Financial Overview Section includes information about the use of all operating funds in the City of Hayward, including a spreadsheet that has been updated with the adjustments approved for the 2003-04 budget. The spreadsheet summarizes the funding sources and expenditures and revenues for all the operating funds. Also included is a graph illustrating the use of funds by fund type.

A comprehensive discussion of revenue sources for the General Fund is located in the General Fund section, and information about 2003-04 expenditure adjustments can be found in the agenda report, which follows the Budget Transmittal.

USE OF FUNDS

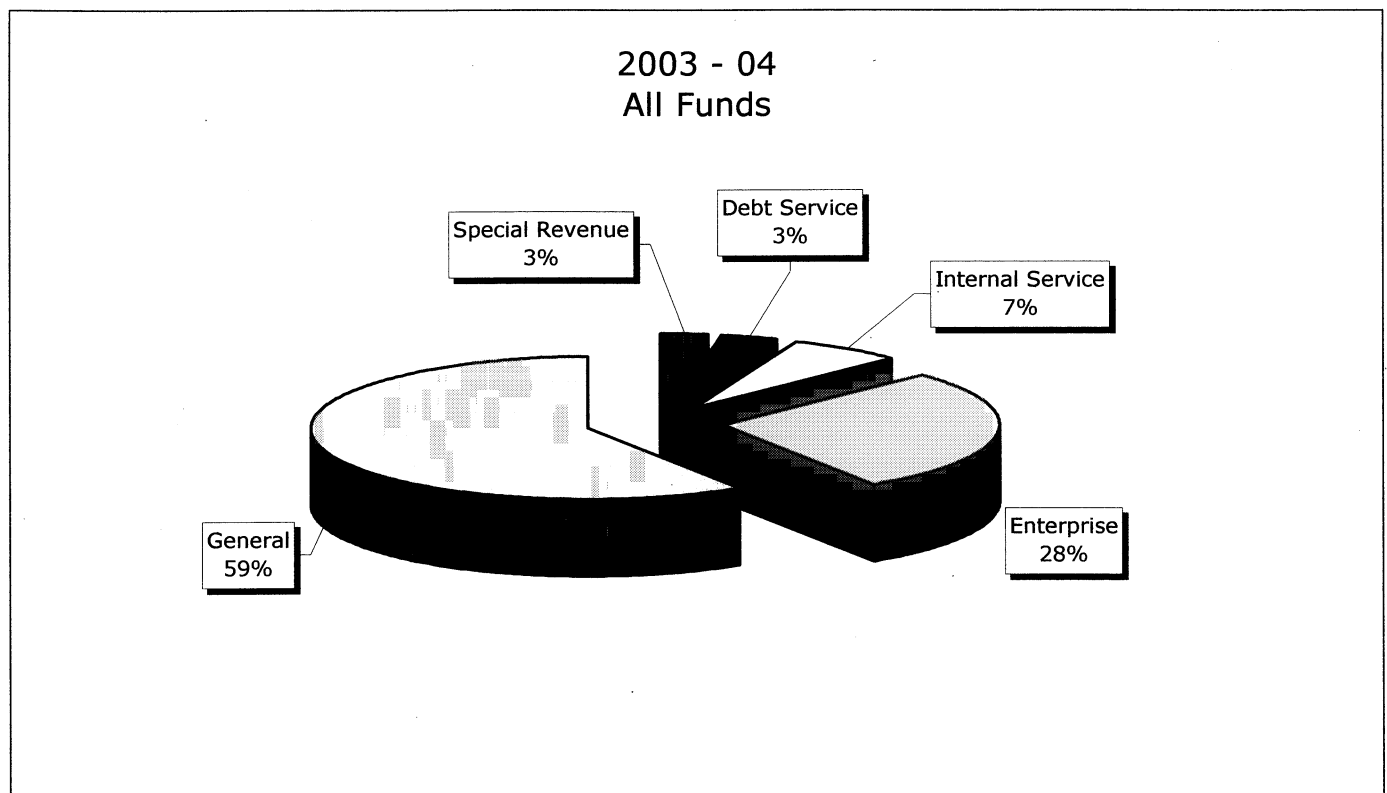
By Fund Type

Governmental Fund Types

- **General Fund** is the general operating fund of the City, used to account for all financial resources except those required to be accounted for in another fund.
- **Special Revenue Funds** are used to account for proceeds of specific revenue sources, other than expendable trusts of major capital projects, which by law are designated to finance particular functions or activities of government.
- **Debt Service Funds** are used to account for the accumulation of financial resources for, and the debt payment of, general long-term debt principal, interest, and related costs.

Proprietary Fund Types

- **Enterprise Funds** are used to account for operations that are financed and operated in a manner similar to that of private business enterprise where the intent of the governing body is that the costs (expenses, including depreciation) of providing goods or services to the general public on a continuing basis be financed or recovered primarily through user charges.
- **Internal Service Funds** are used to account for the financing of goods and services provided by one department to another department of the City, on a cost-reimbursement basis.



CITY OF HAYWARD
BUDGET SUMMARY FOR FISCAL YEAR - 2003-2004
ALL FUNDS
(\$ in 000'S)

	GOVERNMENTAL FUND TYPES			PROPRIETARY FUND TYPES		
	GENERAL	SPECIAL REVENUE	DEBT SERVICE	ENTERPRISE	INTERNAL SERVICE	TOTAL
FUNDING SOURCES						
PROPERTY TAXES	\$ 19,344	\$ -	\$ -	\$ 190	\$ -	\$ 19,534
SALES TAX	28,000	-	-	-	-	28,000
OTHER TAXES	16,690	48	-	-	-	16,738
CHARGES FOR SERVICES	2,224	-	-	35,883	-	38,107
ALL OTHER SOURCES	17,085	4,973	26	4,603	7,538	34,225
TRANSFERS FROM OTHER FUNDS	4,592	35	4,252	331	1,632	10,842
TOTAL AVAILABLE RESOURCES	\$ 87,935	\$ 5,056	\$ 4,278	\$ 41,007	\$ 9,170	\$ 147,446
EXPENDITURES/EXPENSES						
EMPLOYEE SERVICES	\$ 79,132	\$ 1,000	\$ -	\$ 10,181	\$ 1,439	\$ 91,752
MAINTENANCE AND UTILITIES	3,988	6	-	1,914	217	6,125
SUPPLIES AND SERVICES	10,061	2,819	5,275	9,102	5,846	33,103
CAPITAL EXPENSE	125	100	-	17	700	942
NET EXPENSE TRANSFER	(3,250)	270	52	838	46	(2,044)
ALL OTHER USES	-	-	-	14,800	1,423	16,223
TRANSFERS TO OTHER FUNDS	5,444	496	-	8,393	681	15,014
TOTAL EXPENDITURES/EXPENSES	\$ 95,500	\$ 4,691	\$ 5,327	\$ 45,245	\$ 10,352	\$ 161,115
EXCESS REVENUE (EXPENSE)	(7,565)	365	(1,049)	(4,238)	(1,182)	(13,669)
Use of Contingency Reserves	7,565	-	-	-	-	7,565
Subtotal	-	365	(1,049)	(4,238)	(1,182)	(6,104)
BEGINNING FUND BALANCE	30,193	4,699	2,969	80,107	5,633	123,601
Subtotal	30,193	5,064	1,920	75,869	4,451	117,497
Less Reserves Used	(7,565)	-	-	-	-	(7,565)
ENDING FUND BALANCE	\$ 22,628	\$ 5,064	\$ 1,920	\$ 75,869	\$ 4,451	\$ 109,932

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<p style="text-align: center;">2003 – 04 Personnel Summary</p>
--

For 2003-04, the budget for the City of Hayward includes a total of 917.40 full-time equivalent (FTE) positions for all City funds. The summary page shows changes in the number of authorized positions from 2001-02 to 2003-04. As the summary indicates, the 2003-04 personnel total is 6.4 FTE positions lower than the 2001-02 figure, and 19.4 FTE positions lower than 2002-03.

The pages in this section contain detailed personnel information for all City funds. The information is divided into two types of summaries. The first summary represents personnel totals for the entire City by fund, and the pages that follow are a department-by-department inventory of authorized positions for all funds. For each City department, the specific types and numbers of positions are listed.

**AUTHORIZED PERSONNEL
BUDGET YEAR 2003/2004**

CITY SUMMARY

	Authorized 2001/ 2002	2002/ 2003	Adopted 2003/ 2004	Frozen 2003/ 2004
100-GENERAL FUND	759.80	771.80	754.90	17.90
215-RECYCLING FUND	3.00	3.00	3.00	0.00
225-COMMUNITY DEV.BLOCK GRANT FUND	8.50	7.50	7.00	0.50
227-SM.BUS.ECON.DEV.REV.LOAN PROGR	1.00	1.00	1.00	0.00
245-HOUSING MORTGAGE BOND FUND	1.00	1.00	1.00	0.00
246-MEASURE B II - PARATRANSIT FD	1.00	1.00	1.00	0.00
451-HAYWARD REDEVELOPMENT AGENCY	4.00	5.00	4.00	1.00
452-LOW & MODERATE HOUSING FUND	2.00	2.00	2.00	0.00
602-STORMWATER MAINT. & OPERATIONS	12.00	12.00	12.00	0.00
612-WASTEWATER REVENUE & OPER.FUND	42.50	43.50	42.50	0.00
621-WATER MAINTENANCE & OPER. FUND	56.00	56.00	56.00	0.00
631-AIRPORT OPERATIONS FUND	10.50	10.50	10.50	0.00
660-CENTENNIAL HALL MAINT. & OPER.	5.50	5.50	5.50	0.00
710-WORKERS' COMPENSATION FUND	2.00	2.00	2.00	0.00
711-LIABILITY INSURANCE FUND	2.00	2.00	2.00	0.00
730-EQUIPMENT MANAGEMENT FUND	13.00	13.00	13.00	0.00
City Totals	923.80	936.80	917.40	19.40

MAYOR AND CITY COUNCIL

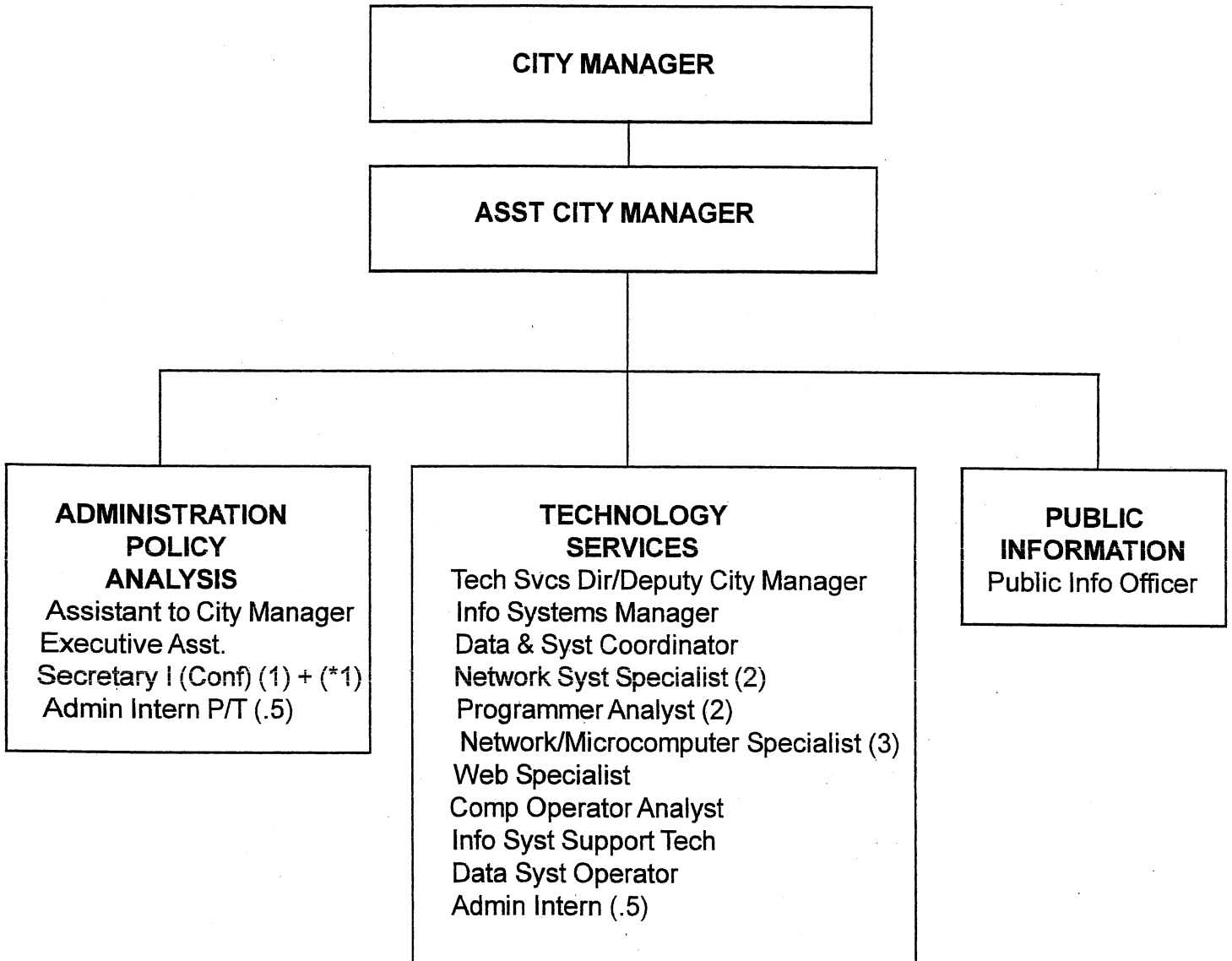
Mayor
Council Member (6)
Admin Analyst II. (*)
Admin Secretary (Conf)

**AUTHORIZED PERSONNEL
BUDGET YEAR 2003/2004**

***-ALL FUNDS

	Authorized 2001/ 2002	2002/ 2003	Adopted 2003/ 2004	Frozen 2003/ 2004
1100-MAYOR AND COUNCIL DEPARTMENT				
MAYOR	1.00	1.00	1.00	0.00
CITY COUNCIL	6.00	6.00	6.00	0.00
ADMINISTRATIVE ANALYST II(UNCLASSIFIED)	1.00	1.00	0.00	1.00
SENIOR SECRETARY (CONF)	1.00	1.00	0.00	0.00
ADMINISTRATIVE SECRETARY (CONF)	0.00	0.00	1.00	0.00
TECHNICAL INTERN	0.50	0.50	0.50	0.00
Department Totals	9.50	9.50	8.50	1.00

CITY MANAGER



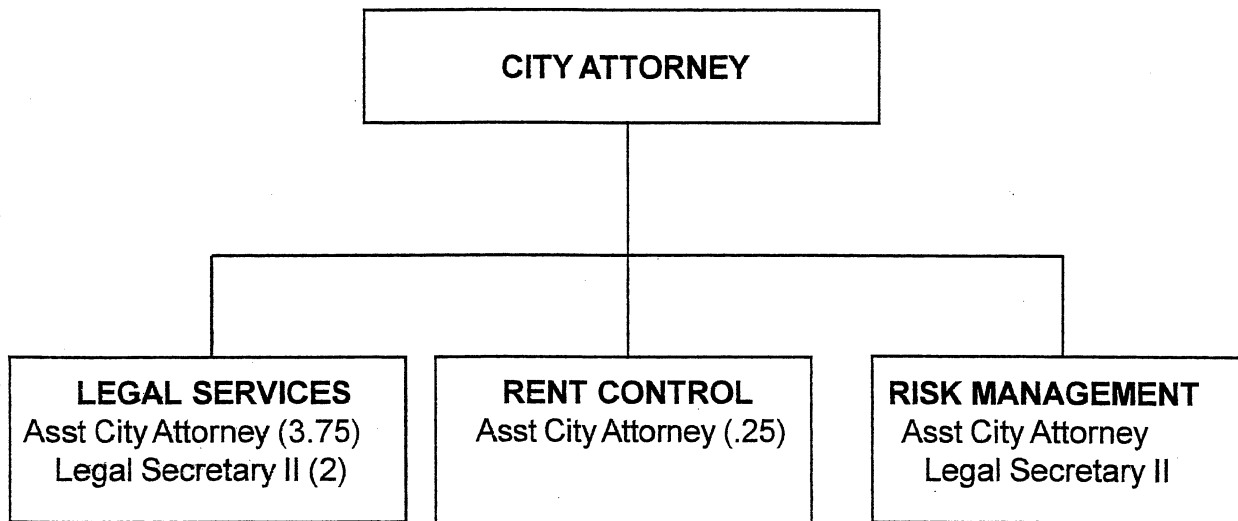
* FROZEN

**AUTHORIZED PERSONNEL
BUDGET YEAR 2003/2004**

***-ALL FUNDS

	Authorized 2001/ 2002	2002/ 2003	Adopted 2003/ 2004	Frozen 2003/ 2004
1200-CITY MANAGER DEPARTMENT				
CITY MANAGER	1.00	1.00	1.00	0.00
ASSISTANT CITY MANAGER	1.00	1.00	1.00	0.00
TECH SERVICES DIRECTOR/DEPUTY CITY MNGR	1.00	1.00	1.00	0.00
INFORMATION SYSTEMS MANAGER	1.00	1.00	1.00	0.00
ASSISTANT TO THE CITY MANAGER	1.00	1.00	1.00	0.00
PUBLIC INFORMATION OFFICER	1.00	1.00	1.00	0.00
DATA & SYSTEMS COORDINATOR	1.00	1.00	1.00	0.00
EXECUTIVE ASSISTANT	1.00	1.00	1.00	0.00
NETWORK SYSTEMS SPECIALIST	2.00	2.00	2.00	0.00
PROGRAMMER ANALYST	2.00	2.00	2.00	0.00
WEB SPECIALIST	1.00	1.00	1.00	0.00
NETWORK/MICROCOMPUTER SPECIALIST	2.00	3.00	3.00	0.00
COMPUTER OPERATOR-ANALYST	1.00	1.00	1.00	0.00
COMPUTER OPERATOR	1.00	0.00	0.00	0.00
INFORMATION SYSTEMS SUPPORT TECHNICIAN	0.00	1.00	1.00	0.00
SECRETARY (CONF)	2.00	2.00	1.00	1.00
ADMINISTRATIVE INTERN	0.50	0.50	0.50	0.00
DATA SYSTEMS OPERATOR	1.00	1.00	1.00	0.00
 Department Totals	 20.50	 21.50	 20.50	 1.00

CITY ATTORNEY

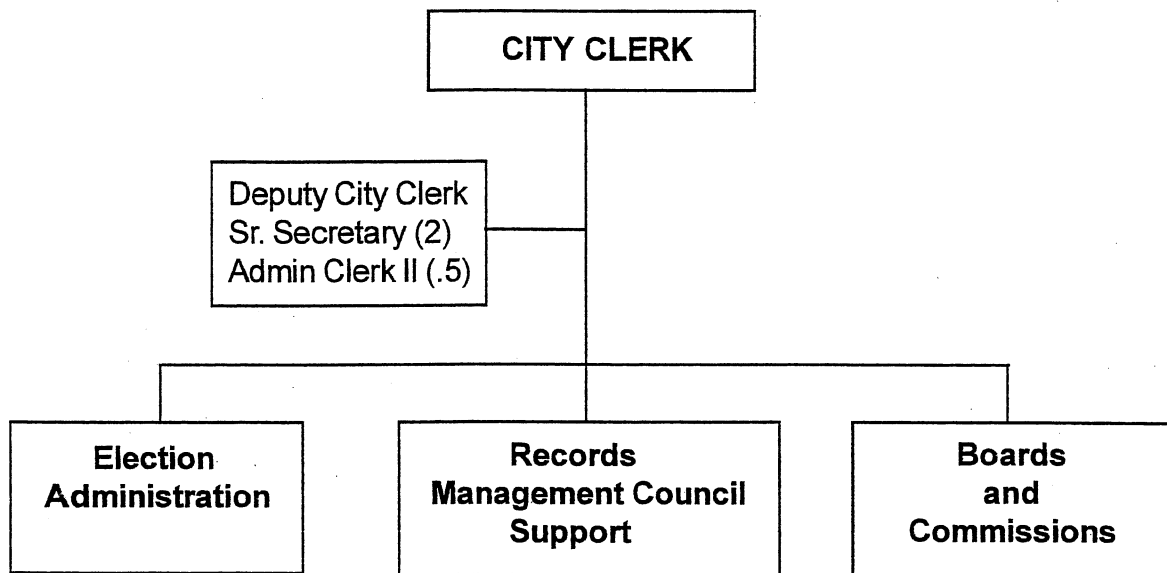


**AUTHORIZED PERSONNEL
BUDGET YEAR 2003/2004**

*****-ALL FUNDS**

	Authorized 2001/ 2002	2002/ 2003	Adopted 2003/ 2004	Frozen 2003/ 2004
1300-CITY ATTORNEY DEPARTMENT				
CITY ATTORNEY	1.00	1.00	1.00	0.00
ASSISTANT CITY ATTORNEY	5.00	5.00	5.00	0.00
LEGAL SECRETARY II	3.00	3.00	3.00	0.00
 Department Totals	 9.00	 9.00	 9.00	 0.00

CITY CLERK

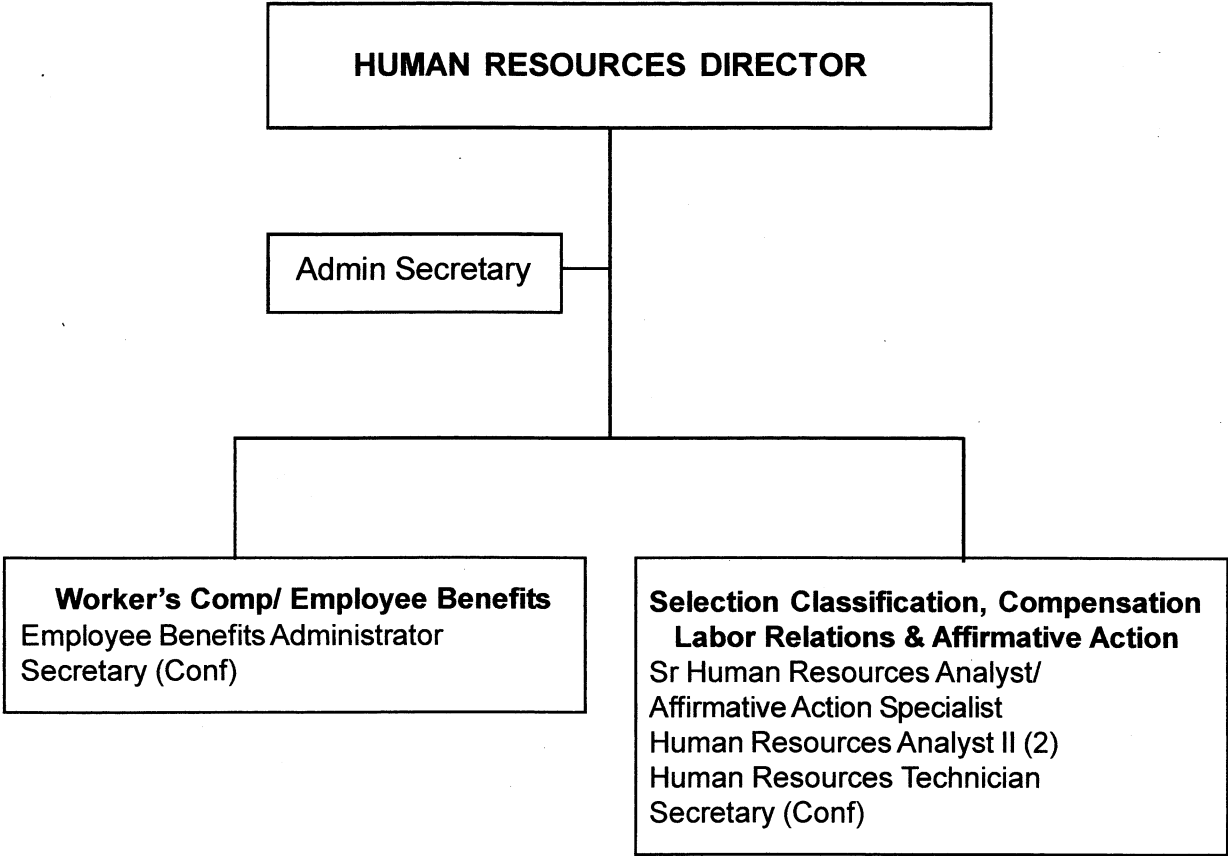


**AUTHORIZED PERSONNEL
BUDGET YEAR 2003/2004**

*****-ALL FUNDS**

	Authorized 2001/ 2002	2002/ 2003	Adopted 2003/ 2004	Frozen 2003/ 2004
1400-CITY CLERK DEPARTMENT				
CITY CLERK	1.00	1.00	1.00	0.00
DEPUTY CITY CLERK	1.00	1.00	1.00	0.00
ADMINISTRATIVE CLERK II	0.50	0.50	0.50	0.00
SENIOR SECRETARY	2.00	2.00	2.00	0.00
Department Totals	4.50	4.50	4.50	0.00

HUMAN RESOURCES

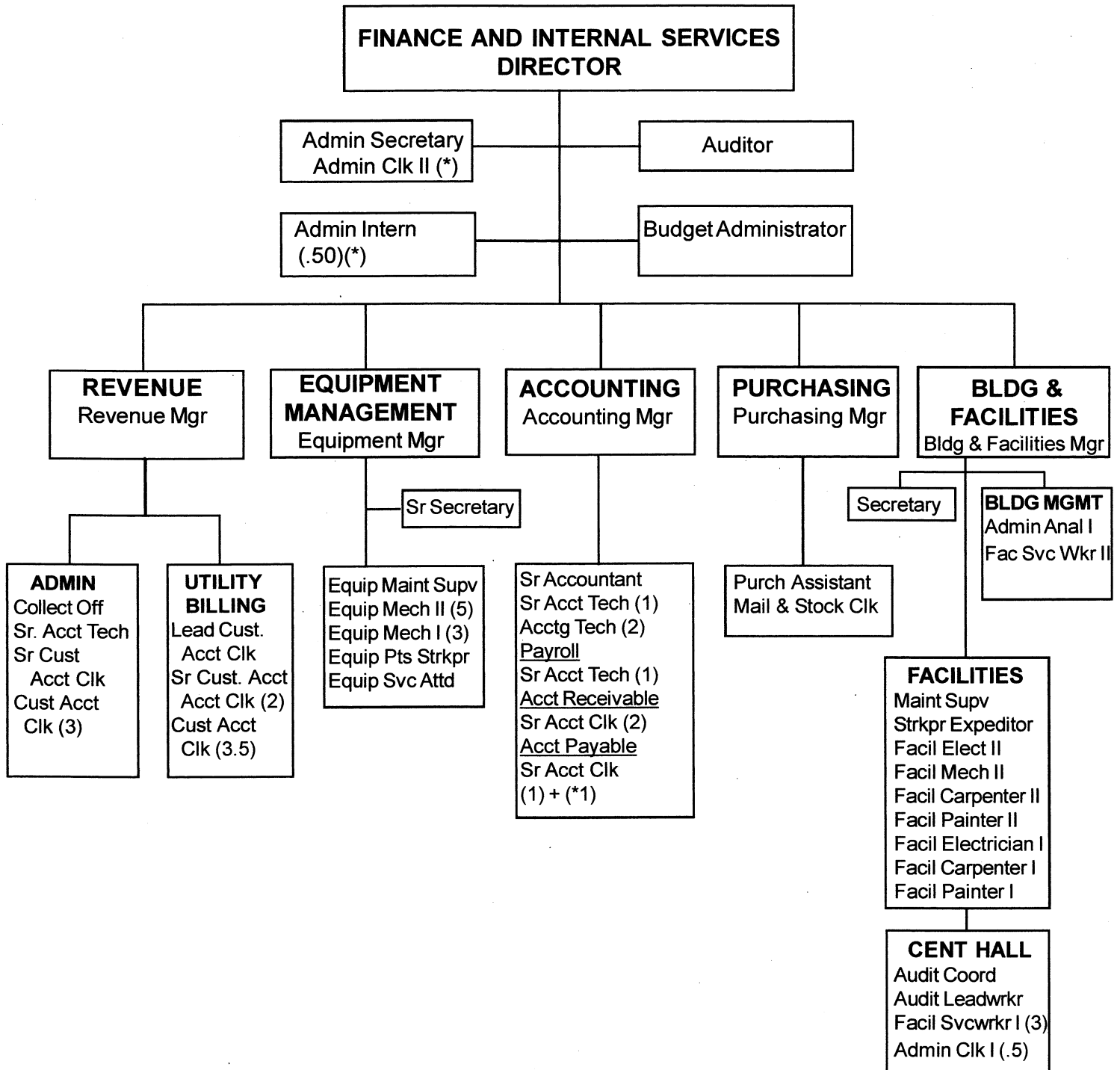


**AUTHORIZED PERSONNEL
BUDGET YEAR 2003/2004**

*****-ALL FUNDS**

	Authorized 2001/ 2002	2002/ 2003	Adopted 2003/ 2004	Frozen 2003/ 2004
1600-HUMAN RESOURCES DEPARTMENT				
HUMAN RESOURCES DIRECTOR	1.00	1.00	1.00	0.00
SR HUMAN RES ANAL/AFF. ACTION SPEC.	1.00	1.00	1.00	0.00
HUMAN RESOURCES ANALYST II	2.00	2.00	2.00	0.00
EMPLOYEE BENEFITS ADMINISTRATOR	1.00	1.00	1.00	0.00
HUMAN RESOURCES TECHNICIAN	1.00	1.00	1.00	0.00
ADMINISTRATIVE SECRETARY (CONF)	1.00	1.00	1.00	0.00
SECRETARY (CONF)	2.00	2.00	2.00	0.00
Department Totals	9.00	9.00	9.00	0.00

FINANCE AND INTERNAL SERVICES



**AUTHORIZED PERSONNEL
BUDGET YEAR 2003/2004**

***-ALL FUNDS

	Authorized 2001/ 2002	2002/ 2003	Adopted 2003/ 2004	Frozen 2003/ 2004
1700-FINANCE DEPARTMENT				
DIRECTOR OF FINANCE	1.00	1.00	1.00	0.00
ACCOUNTING MANAGER	1.00	1.00	1.00	0.00
PURCHASING & SERVICES MANAGER	1.00	1.00	1.00	0.00
EQUIPMENT MANAGER	1.00	1.00	1.00	0.00
REVENUE MANAGER	1.00	1.00	1.00	0.00
BUDGET ADMINISTRATOR	1.00	1.00	1.00	0.00
AUDITOR	1.00	1.00	1.00	0.00
SENIOR ACCOUNTANT	1.00	1.00	1.00	0.00
FACILITIES & BUILDING MANAGER	1.00	1.00	1.00	0.00
EQUIP MAINTENANCE SUPERVISOR	1.00	1.00	1.00	0.00
FACILITIES MAINTENANCE SUPERVISOR	1.00	1.00	1.00	0.00
AUDITORIUM COORDINATOR	1.00	1.00	1.00	0.00
ADMINISTRATIVE ANALYST I	1.00	1.00	1.00	0.00
SENIOR ACCOUNTING TECHNICIAN	4.00	4.00	4.00	0.00
COLLECTIONS OFFICER	1.00	1.00	1.00	0.00
ACCOUNTING TECHNICIAN	1.00	1.00	1.00	0.00
LEAD CUSTOMER ACCOUNT CLERK	1.00	1.00	1.00	0.00
AUDITORIUM LEADWORKER	1.00	1.00	1.00	0.00
FACILITIES ELECTRICIAN II	1.00	1.00	1.00	0.00
FACILITIES CARPENTER II	1.00	1.00	1.00	0.00
PURCHASING ASSISTANT	1.00	1.00	1.00	0.00
FACILITIES PAINTER II	2.00	2.00	2.00	0.00
FACILITIES MECHANIC II	1.00	1.00	1.00	0.00
STOREKEEPER - EXPEDITER	1.00	1.00	1.00	0.00
FACILITIES SERVICEWORKER I	3.00	3.00	3.00	0.00
FACILITIES SERVICEWORKER II	1.00	1.00	1.00	0.00
EQUIPMENT MECHANIC II	5.00	5.00	5.00	0.00
FACILITIES CARPENTER I	1.00	1.00	1.00	0.00
EQUIPMENT MECHANIC I	3.00	3.00	3.00	0.00
FACILITIES ELECTRICIAN I	1.00	1.00	1.00	0.00
EQUIPMENT PARTS STOREKEEPER	1.00	1.00	1.00	0.00
EQUIPMENT SERVICE ATTENDANT	1.00	1.00	1.00	0.00
ADMINISTRATIVE SECRETARY	1.00	1.00	1.00	0.00
SENIOR SECRETARY	1.00	1.00	1.00	0.00
SECRETARY	1.00	1.00	1.00	0.00
MAIL & STOCK CLERK	1.00	1.00	1.00	0.00
ADMINISTRATIVE CLERK II	1.00	1.00	0.00	1.00
SENIOR CUSTOMER ACCOUNT CLERK	3.00	3.00	3.00	0.00
SENIOR ACCOUNT CLERK	4.00	4.00	3.00	1.00
CUSTOMER ACCOUNT CLERK	6.50	6.50	6.50	0.00
ADMINISTRATIVE CLERK I	0.50	0.50	0.50	0.00
ADMINISTRATIVE INTERN	0.50	0.50	0.00	0.50
 Department Totals	 63.50	 63.50	 61.00	 2.50

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graph TD
    COS[CHIEF OF POLICE  
Administrative Analyst II (*)  
Admin Secretary] --> DS[DEPUTY CHIEF]
    COS --> ES[Ethical Standards  
Lieutenant Inspector]
    COS --> PT[Personnel & Training  
Lieutenant Admin Analyst II  
Admin Secretary Officer]
    COS --> VP[Volunteer Program]
    
    DS --> OPD[Operations Support Division  
Director Secretary]
    DS --> ID[Investigation Division  
Captain Sr. Secretary (*)]
    DS --> PD[Patrol Division  
Captain Secretary]
    DS --> CPD[Community Policing Division  
Lieutenant]
    
    OPD --> J[SJail Supervisor Senior Jailers (4) CSO (15)]
    OPD --> R[Records Supervisor Sr. Records Clerks (2) Records Clerks (15)]
    OPD --> C[Communications Supervisor Sr. Comm. Operator (4) Comm. Operator (14)]
    
    ID --> IS[Information Systems Manager Program Analyst Network/Micro Comp Spec Computer Operator]
    ID --> I[Lieutenant]
    ID --> YFSB[YFSB Manager]
    ID --> Juvenile[Juvineant Sergeant Juvenile Officer (2) SRO (6) Records Clerk]
    ID --> Counseling[Counseling Counseling Supv Counselors (5.5) Case Manager Records Clerk]
    ID --> DARE[DARE Officer (2)]
    
    I --> Insp[Inspectors Sergeant (2) Inspectors (13) Officer (3) Records Clerk]
    I --> DV[Domestic Violence Unit Officer Counselor (.50)]
    I --> DL[DA Liaison Officer]
    I --> CSU[Crime Scene Unit Fingerprint Specialist Crime Scene Tech (6)]
    I --> PE[Prop & Evidence Supervisor CSO (3) + (1*) Records Clerk]
    
    PD --> PWC[Patrol Lieutenant W/C (5) Sergeant (14) Officer (100) CSO (8)]
    PD --> DO[Desk Officer Officer (2)]
    PD --> K9[K-9 Program]
    PD --> SRU[Special Response Unit]
    PD --> AC[Animal Control Manager Sr Animal Control Officer Animal Control Officer (2) Sr Animal Care Attendant Animal Care Attendant (7) + (1*) Sr Records Clerk Records Clerk (2) Volunteer Program Coord]
    
    CPD --> CC[Chabot College Sergeant Officer]
    CPD --> RC[Reserve Coordinator Officer]
    CPD --> RB[Reserve Bureau Explorers]
    CPD --> PAL[P.A.L.]
    CPD --> SDU[Special Duty Unit Sergeant (2) Officer (10)]
    CPD --> GI[Gang Intervention Officer]
    CPD --> VI[Vice/Intelligence Officer]
    CPD --> NU[Narcotics Unit]
    CPD --> STS[Street Team Sergeant Officer (4)]
    
    CPD --> T[Traffic Sergeant Officer (8) Secretary CSO (3) Traffic Safety Assistant (1.2)]
    CPD --> SSP[School Safety Program Officer (4) CSO]
    CPD --> CP[Crime Prevention Sergeant Crime Prev Spc Supv Crime Prev Spc CSO]
    CPD --> DBP[Downtown Bicycle Patrol Officer (2)]
    CPD --> SO[Southland Officer (2)]
    
    *FROZEN

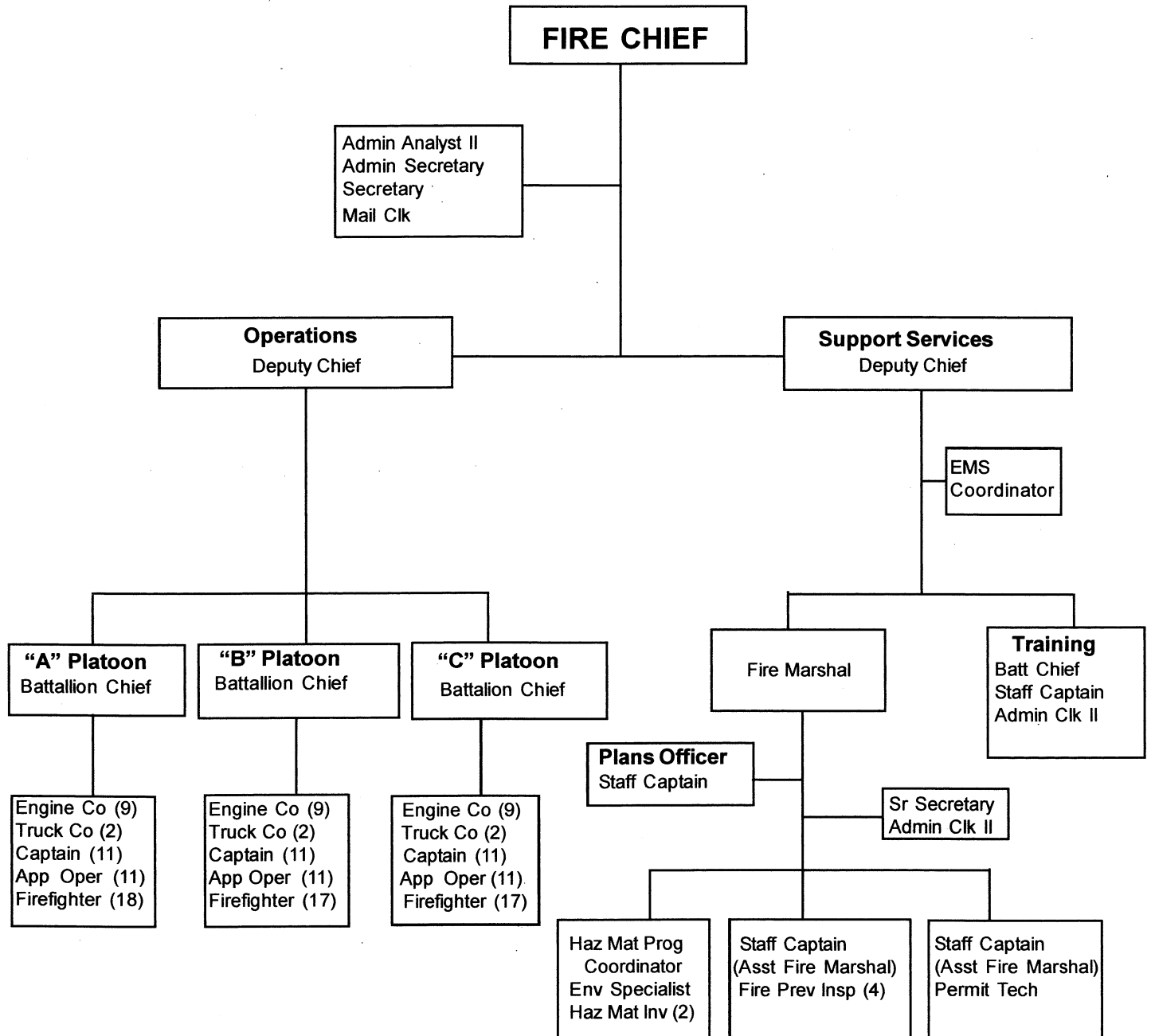
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**AUTHORIZED PERSONNEL
BUDGET YEAR 2003/2004**

***-ALL FUNDS

	Authorized 2001/ 2002	2002/ 2003	Adopted 2003/ 2004	Frozen 2003/ 2004
1800-POLICE DEPARTMENT				
CHIEF OF POLICE	1.00	1.00	1.00	0.00
DEPUTY CHIEF OF POLICE	1.00	1.00	1.00	0.00
POLICE CAPTAIN	2.00	2.00	2.00	0.00
POLICE LIEUTENANT	9.00	10.00	10.00	0.00
YOUTH & FAMILY SERVICES MANAGER	1.00	1.00	1.00	0.00
ANIMAL SERVICES MANAGER	1.00	1.00	1.00	0.00
JAIL SUPERVISOR	1.00	1.00	1.00	0.00
COUNSELING SUPERVISOR	2.00	2.00	2.00	0.00
PROPERTY & EVIDENCE SUPERVISOR	1.00	1.00	1.00	0.00
PUBLIC SAFETY INFORMATION SYS. MGR.	1.00	1.00	1.00	0.00
POLICE SERGEANT	24.00	24.00	24.00	0.00
INSPECTOR	13.00	14.00	14.00	0.00
ADMINISTRATIVE ANALYST III	1.00	1.00	1.00	0.00
ADMINISTRATIVE ANALYST II	3.00	3.00	2.00	1.00
PROGRAMMER ANALYST	1.00	1.00	1.00	0.00
OPERATIONS SUPPORT DIRECTOR	1.00	1.00	1.00	0.00
COMMUNICATIONS SUPERVISOR	1.00	1.00	1.00	0.00
POLICE RECORDS SUPERVISOR	1.00	1.00	1.00	0.00
POLICE OFFICER	147.00	153.00	153.00	0.00
NETWORK/MICROCOMPUTER SPECIALIST	1.00	1.00	1.00	0.00
COMPUTER OPERATOR	1.00	1.00	1.00	0.00
FAMILY COUNSELOR I	7.00	7.00	7.00	0.00
SENIOR COMMUNICATIONS OPERATOR	4.00	4.00	4.00	0.00
POLICE IDENTIFICATION SPECIALIST	1.00	1.00	1.00	0.00
COMMUNICATIONS OPERATOR	14.00	14.00	14.00	0.00
SENIOR JAILER	4.00	4.00	4.00	0.00
CRIME SCENE TECHNICIAN	6.00	6.00	6.00	0.00
ADMINISTRATIVE SECRETARY	1.00	1.00	2.00	0.00
SENIOR CRIME PREVENTION SPECIALIST	1.00	1.00	1.00	0.00
CRIME PREVENTION SPECIALIST	1.00	1.00	1.00	0.00
SENIOR SECRETARY	2.00	2.00	0.00	1.00
COMMUNITY SERVICE OFFICER	32.00	32.00	31.00	1.00
SECRETARY	3.00	3.00	3.00	0.00
SENIOR POLICE RECORDS CLERK	2.00	2.00	3.00	0.00
POLICE RECORDS CLERK II	23.00	23.00	22.00	0.00
SENIOR ANIMAL CONTROL OFFICER	1.00	1.00	1.00	0.00
ANIMAL CONTROL OFFICER	2.00	2.00	2.00	0.00
SENIOR ANIMAL CARE ATTENDANT	1.00	1.00	1.00	0.00
ANIMAL CARE ATTENDANT	8.00	8.00	7.00	1.00
VOLUNTEER PROGRAM ASSISTANT	1.00	1.00	1.00	0.00
TRAFFIC SAFETY ASSISTANT	1.20	1.20	1.20	0.00
 Department Totals	 329.20	 337.20	 333.20	 4.00

FIRE

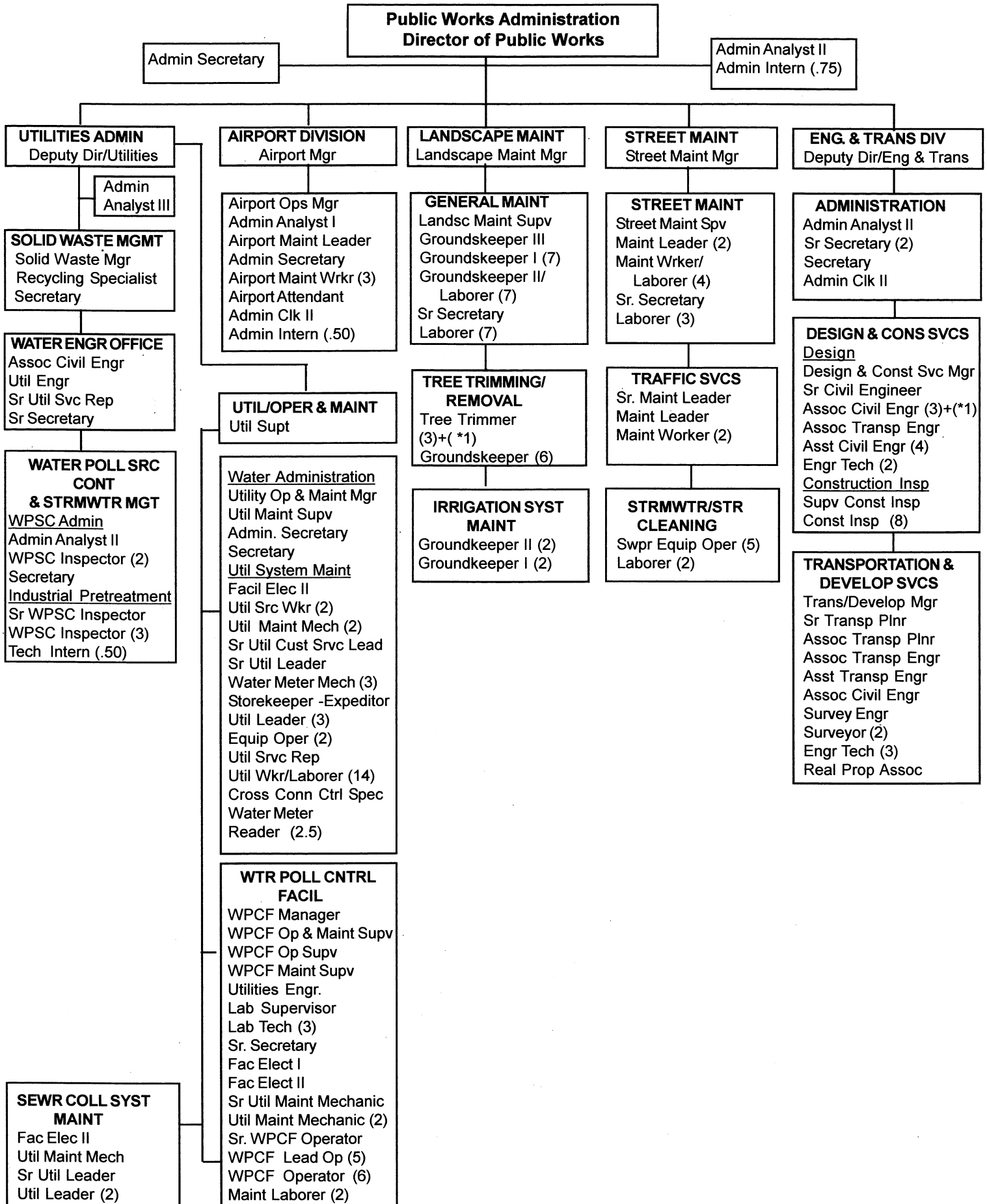


**AUTHORIZED PERSONNEL
BUDGET YEAR 2003/2004**

***-ALL FUNDS

	Authorized 2001/ 2002	2002/ 2003	Adopted 2003/ 2004	Frozen 2003/ 2004
1900-FIRE DEPARTMENT				
FIRE CHIEF	1.00	1.00	1.00	0.00
FIRE MARSHALL (40 HR)	1.00	1.00	1.00	0.00
DEPUTY FIRE CHIEF (40 HR)	2.00	2.00	2.00	0.00
BATTALION CHIEF-SPECIAL ASSIGN (40 HR)	1.00	1.00	1.00	0.00
EMERGENCY MEDICAL SERVICES COORD.	1.00	1.00	1.00	0.00
BATTALION CHIEF (56 HR)	3.00	3.00	3.00	0.00
STAFF FIRE CAPTAIN (40 HR)	4.00	4.00	4.00	0.00
FIRE CAPTAIN (56 HR)	33.00	33.00	33.00	0.00
APPARATUS OPERATOR (56 HR)	33.00	33.00	33.00	0.00
FIREFIGHTER (56 HR)	52.00	52.00	52.00	0.00
HAZARDOUS MATERIALS PROGRAM COORDINATOR	1.00	1.00	1.00	0.00
ENVIRONMENTAL SPECIALIST	1.00	1.00	1.00	0.00
HAZARDOUS MATERIALS INVESTIGATOR	2.00	2.00	2.00	0.00
FIRE PREVENTION INSP. (40 HR)	4.00	4.00	4.00	0.00
ADMINISTRATIVE ANALYST II	1.00	1.00	1.00	0.00
ADMINISTRATIVE SECRETARY	1.00	1.00	1.00	0.00
SENIOR SECRETARY	1.00	1.00	1.00	0.00
SECRETARY	1.00	1.00	1.00	0.00
PERMIT TECHNICIAN	1.00	1.00	1.00	0.00
ADMINISTRATIVE CLERK II	2.00	2.00	2.00	0.00
MAIL CLERK	1.00	1.00	1.00	0.00
 Department Totals	 147.00	 147.00	 147.00	 0.00

PUBLIC WORKS



* FROZEN

**AUTHORIZED PERSONNEL
BUDGET YEAR 2003/2004**

***-ALL FUNDS

	Authorized		Adopted	Frozen
	2001/ 2002	2002/ 2003	2003/ 2004	2003/ 2004
2000-PUBLIC WORKS DEPARTMENT				
DIRECTOR OF PUBLIC WORKS	1.00	1.00	1.00	0.00
DEPUTY DIRECTOR OF PUBLIC WORKS	2.00	2.00	2.00	0.00
TRANSPORTATION/DEVELOPMENT MGR.	1.00	1.00	1.00	0.00
UTILITIES SUPERINTENDENT	1.00	1.00	1.00	0.00
STREETS MAINTENANCE MANAGER	1.00	1.00	1.00	0.00
DESIGN & CONSTRUCTION SERVICES MGR	1.00	1.00	1.00	0.00
WATER POLLUTION CONTROL FAC.MGR.	1.00	1.00	1.00	0.00
AIRPORT MANAGER	1.00	1.00	1.00	0.00
SOLID WASTE MANAGER	1.00	1.00	1.00	0.00
LANDSCAPE MAINTENANCE MANAGER	1.00	1.00	1.00	0.00
SUPERVISING CONSTRUCTION INSPECTOR	1.00	1.00	1.00	0.00
UTILITIES OPERATIONS & MAINT MANAGER	0.00	0.00	1.00	0.00
WATER INSTALLATION & MAINT.SUPVR.	1.00	1.00	0.00	0.00
UTILITIES MAINTENANCE SUPERVISOR	1.00	1.00	1.00	0.00
WATER POLLUTION CONTROL ADMIN	1.00	1.00	1.00	0.00
WPCF OPERATIONS & MAINT MANAGER	0.00	0.00	1.00	0.00
WPCF SUPERVISOR	1.00	1.00	0.00	0.00
WPCF OPERATIONS SUPERVISOR	0.00	0.00	1.00	0.00
AIRPORT OPERATIONS MANAGER	1.00	1.00	1.00	0.00
WPCF MAINTENANCE SUPERVISOR	0.00	0.00	1.00	0.00
ADMINISTRATIVE ANALYST III	0.00	1.00	1.00	0.00
SENIOR TRANSPORTATION PLANNER	1.00	1.00	1.00	0.00
STREETS MAINTENANCE SUPERVISOR	1.00	1.00	1.00	0.00
LANDSCAPE MAINTENANCE SUPERVISOR	1.00	1.00	1.00	0.00
UTILITIES ENGINEER	2.00	2.00	2.00	0.00
ADMINISTRATIVE ANALYST II	3.00	2.00	3.00	0.00
ADMINISTRATIVE ANALYST I	2.00	2.00	1.00	0.00
ASSIST CIVIL ENGINEER	5.00	5.00	5.00	0.00
ASSISTANT TRANSPORTATION ENGR	1.00	1.00	1.00	0.00
ASSOC CIVIL ENGINEER	6.00	6.00	5.00	1.00
ASSOC TRANSPORTATION ENGINEER	2.00	2.00	2.00	0.00
SENIOR CIVIL ENGINEER	0.00	1.00	1.00	0.00
ASSOCIATE TRANSPORTATION PLANNER	1.00	1.00	1.00	0.00
REAL PROPERTY ASSOCIATE	1.00	1.00	1.00	0.00
RECYCLING SPECIALIST	1.00	1.00	1.00	0.00
CONSTRUCTION INSPECTOR	8.00	8.00	8.00	0.00
SR.WATER POLLUTION SOURCE CONT.INSP	1.00	1.00	1.00	0.00
WATER POLLUTION SOURCE CONT.INSP.	4.00	5.00	5.00	0.00
FACILITIES ELECTRICIAN I	1.00	1.00	1.00	0.00
ENGINEERING TECHNICIAN	5.00	5.00	5.00	0.00
LAB SUPERVISOR	1.00	1.00	1.00	0.00
LABORATORY TECHNICIAN	3.00	3.00	3.00	0.00
SURVEY ENGINEER	1.00	1.00	1.00	0.00
SURVEYOR	2.00	2.00	2.00	0.00
SENIOR UTILITY CUSTOMER SERVICE LEADER	1.00	1.00	1.00	0.00
SENIOR MAINTENANCE LEADER	1.00	1.00	1.00	0.00
SENIOR UTILITY LEADER	2.00	2.00	2.00	0.00
WPCF LEAD OPERATOR	8.00	8.00	6.00	0.00
MAINTENANCE LEADER	3.00	3.00	3.00	0.00
UTILITY LEADER	5.00	5.00	5.00	0.00
AIRPORT MAINTENANCE LEADER	1.00	1.00	1.00	0.00
SR.UTILITIES MAINTENANCE MECHANIC	1.00	1.00	1.00	0.00
UTILITIES MAINTENANCE MECHANIC	6.00	6.00	5.00	0.00
WATER METER MECHANIC	3.00	3.00	3.00	0.00
CROSS CONNECTION CONTROL SPECIALIST	1.00	1.00	1.00	0.00
FACILITIES ELECTRICIAN II	3.00	3.00	3.00	0.00
SR.WATER POLLUTION CONT.FAC.OPER.	1.00	1.00	0.00	0.00
WPCF OPERATOR	5.00	5.00	6.00	0.00
EQUIPMENT OPERATOR	2.00	2.00	2.00	0.00
SWEEPER EQUIPMENT OPERATOR	5.00	5.00	5.00	0.00
TREE TRIMMER	4.00	4.00	3.00	1.00
GROUNDSKEEPER III	1.00	1.00	1.00	0.00

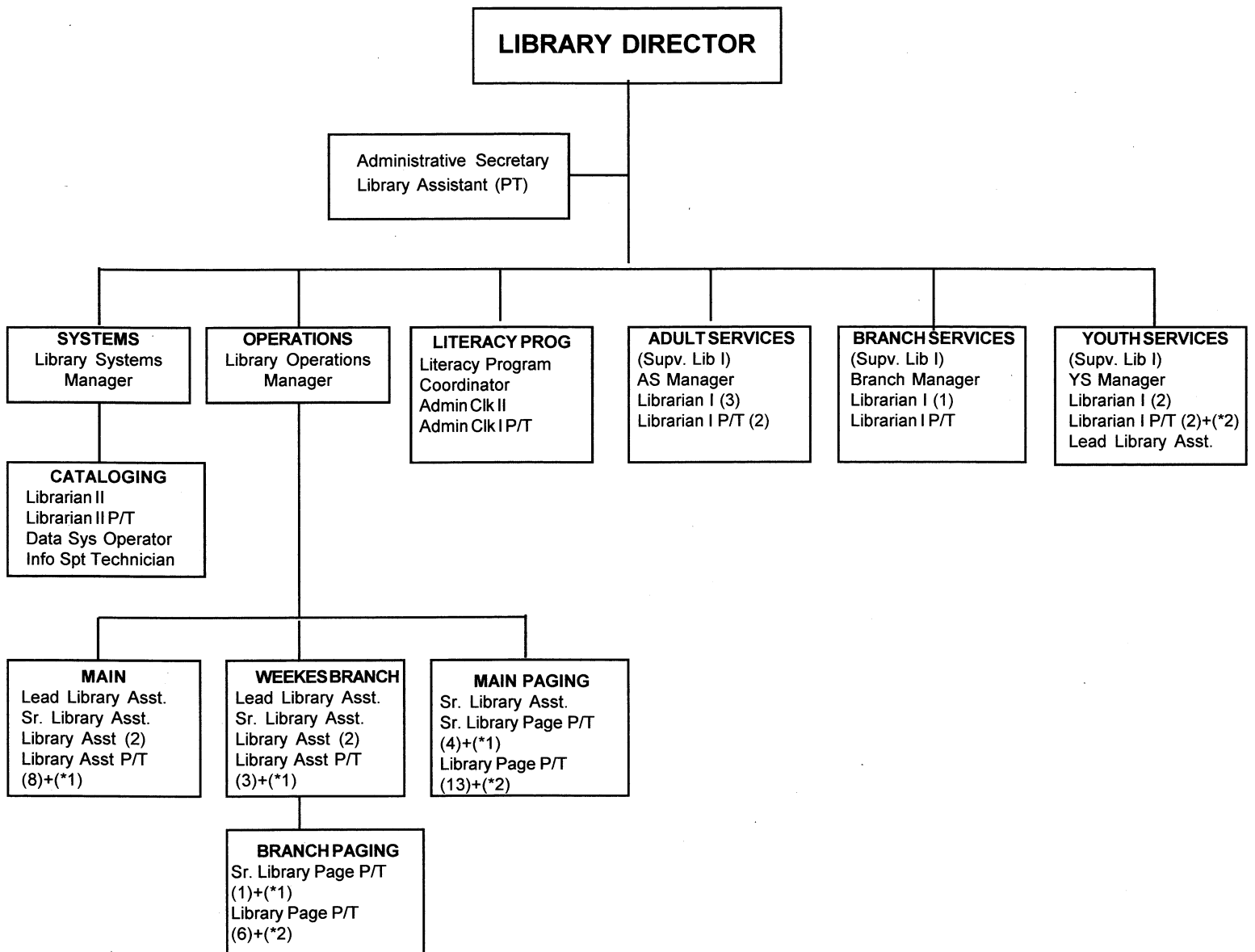
**AUTHORIZED PERSONNEL
BUDGET YEAR 2003/2004**

***-ALL FUNDS

	Authorized 2001/ 2002	2002/ 2003	Adopted 2003/ 2004	Frozen 2003/ 2004
2000-PUBLIC WORKS DEPARTMENT				
GROUNDSKEEPER II	3.00	3.00	3.00	0.00
GROUNDSKEEPER I	16.00	17.00	18.00	0.00
AIRPORT MAINTENANCEWORKER	3.00	3.00	3.00	0.00
MAINTENANCE WORKER	9.00	6.00	6.00	0.00
SENIOR UTILITY SERVICE REP.	1.00	1.00	1.00	0.00
UTILITY SERVICE REPRESENTATIVE	1.00	1.00	1.00	0.00
UTILITIES SERVICE WORKER	2.00	2.00	2.00	0.00
UTILITY WORKER	18.00	18.00	18.00	0.00
STOREKEEPER - EXPEDITER	1.00	1.00	1.00	0.00
ADMINISTRATIVE SECRETARY	3.00	3.00	3.00	0.00
SENIOR SECRETARY	6.00	6.00	6.00	0.00
SECRETARY	3.00	3.00	4.00	0.00
ADMINISTRATIVE CLERK II	3.00	3.00	2.00	0.00
WATER METER READER	2.50	2.50	2.50	0.00
AIRPORT ATTENDANT	1.00	1.00	1.00	0.00
LABORER	4.00	7.00	6.00	0.00
MAINTENANCE WORKER	1.00	1.00	1.00	0.00
TECHNICAL INTERN	0.50	0.50	0.50	0.00
ADMINISTRATIVE INTERN	1.25	1.25	1.25	0.00
 Department Totals	 202.25	 205.25	 202.25	 2.00

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LIBRARY

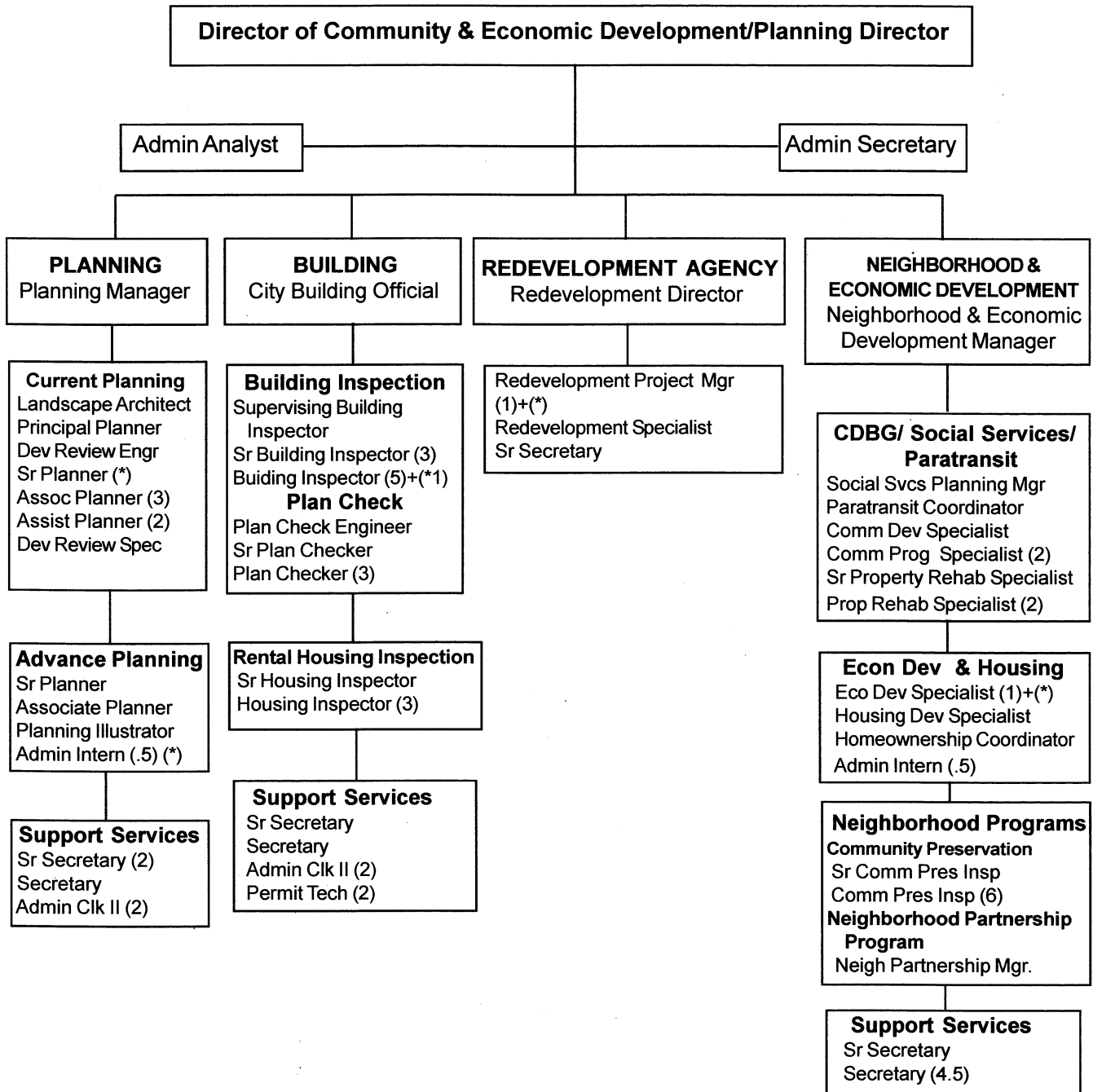


**AUTHORIZED PERSONNEL
BUDGET YEAR 2003/2004**

***-ALL FUNDS

	Authorized		Adopted	Frozen
	2001/ 2002	2002/ 2003	2003/ 2004	2003/ 2004
3300-LIBRARY DEPARTMENT				
LIBRARY DIRECTOR	1.00	1.00	1.00	0.00
LIBRARY SYSTEMS MANAGER	1.00	1.00	1.00	0.00
SUPERVISING LIBRARIAN I	2.00	2.00	3.00	0.00
LIBRARY OPERATIONS MANAGER	1.00	1.00	1.00	0.00
LIBRARIAN I	9.50	9.50	8.50	1.00
LIBRARIAN II	2.50	2.50	1.50	0.00
LITERACY PROGRAM COORDINATOR	1.00	1.00	1.00	0.00
INFORMATION SYSTEMS SUPPORT TECHNICIAN	0.00	0.00	1.00	0.00
ADMINISTRATIVE SECRETARY	1.00	1.00	1.00	0.00
LEAD LIBRARY ASSISTANT	2.00	2.00	3.00	0.00
DATA SYSTEMS OPERATOR	1.00	1.00	1.00	0.00
SENIOR LIBRARY ASSISTANT	5.00	5.00	3.00	0.00
LIBRARY ASSISTANT	10.50	10.50	9.50	1.00
ADMINISTRATIVE CLERK II	1.00	1.00	1.00	0.00
ADMINISTRATIVE CLERK I	0.00	0.00	0.25	0.00
SENIOR LIBRARY PAGE	4.20	4.20	3.00	1.20
LIBRARY PAGE	6.90	6.90	5.70	1.20
LITERACY PROGRAM INTERN	0.25	0.25	0.00	0.00
 Department Totals	 49.85	 49.85	 45.45	 4.40

COMMUNITY AND ECONOMIC DEVELOPMENT



* FROZEN

**AUTHORIZED PERSONNEL
BUDGET YEAR 2003/2004**

***-ALL FUNDS

	Authorized 2001/ 2002	2002/ 2003	Adopted 2003/ 2004	Frozen 2003/ 2004
4600-COMMUNITY&ECON.DEV.DEPARTMENT				
HOME OWNERSHIP COORDINATOR	1.00	1.00	1.00	0.00
REDEVELOPMENT DIRECTOR	1.00	1.00	1.00	0.00
DIR.OF COMMUNITY & ECON. DEV.	1.00	1.00	1.00	0.00
PLANNING MANAGER	1.00	1.00	1.00	0.00
REDEVELOPMENT PROJECT MANAGER	1.00	2.00	1.00	1.00
NEIGHBORHOOD & ECONOMIC DEVELOPMENT MNGR	1.00	1.00	1.00	0.00
CITY BUILDING OFFICIAL	1.00	1.00	1.00	0.00
DEVELOPMENT REVIEW ENGINEER	1.00	1.00	1.00	0.00
NEIGHBORHOOD PARTNERSHIP MANAGER	1.00	1.00	1.00	0.00
SOCIAL SERVICES PLANNING MANAGER	1.00	1.00	1.00	0.00
SR.COMMUNITY PRESERVATION INSPECTOR	1.00	1.00	1.00	0.00
HOUSING DEVELOPMENT SPECIALIST	1.00	1.00	1.00	0.00
PLAN CHECKING ENGINEER	1.00	1.00	1.00	0.00
COMMUNITY PRESERVATION INSPECTOR	6.00	6.00	6.00	0.00
ADMINISTRATIVE ASSISTANT	1.00	0.00	0.00	0.00
ADMINISTRATIVE ANALYST I	0.00	1.00	1.00	0.00
REDEVELOPMENT SPECIALIST	1.00	1.00	1.00	0.00
SUPERVISING BUILDING INSPECTOR	1.00	1.00	1.00	0.00
SENIOR PLANNER	2.00	2.00	1.00	1.00
ECONOMIC DEVELOPMENT SPECIALIST	3.00	3.00	2.00	1.00
PARATRANSIT COORDINATOR	1.00	1.00	1.00	0.00
SENIOR PLAN CHECKER	1.00	1.00	1.00	0.00
SR HOUSING INSPECTOR	1.00	1.00	1.00	0.00
SR. BUILDING INSPECTOR/ELECTRICAL	1.00	1.00	1.00	0.00
SR. BUILDING INSPECTOR/STRUCTURAL	1.00	1.00	1.00	0.00
SR. BUILDING INSPECTOR/PLUM-MECH.	1.00	1.00	1.00	0.00
ASSISTANT PLANNER	2.00	2.00	2.00	0.00
PLAN CHECKER	3.00	3.00	3.00	0.00
ASSOC PLANNER	4.00	4.00	4.00	0.00
SR PROPERTY REHABILITATION SPECIALIST	0.00	1.00	1.00	0.00
HOUSING INSPECTOR	3.00	3.00	4.00	0.00
BUILDING INSPECTOR	6.00	6.00	5.00	1.00
DEVELOPMENT REVIEW SPECIALIST	1.00	1.00	1.00	0.00
COMMUNITY PROGRAMS SPECIALIST	2.00	2.00	2.00	0.00
COMMUNITY DEVELOPMENT SPECIALIST	1.00	1.00	1.00	0.00
PROPERTY REHABILITATION SPECIALIST	3.00	2.00	2.00	0.00
GRAPHICS/PLANNING ILLUSTRATOR	1.00	1.00	1.00	0.00
ADMINISTRATIVE SECRETARY	0.00	1.00	1.00	0.00
SENIOR SECRETARY	5.00	4.00	4.00	0.00
SECRETARY	6.50	6.50	6.50	0.00
PERMIT TECHNICIAN	2.00	2.00	2.00	0.00
ADMINISTRATIVE CLERK II	4.00	4.00	4.00	0.00
ADMINISTRATIVE INTERN	1.00	1.00	0.50	0.50
PRINCIPAL PLANNER	1.00	1.00	1.00	0.00
LANDSCAPE ARCHITECT	1.00	1.00	1.00	0.00
 Department Totals	 79.50	 80.50	 77.00	 4.50

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2003 – 04 Personnel Summary
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2003-04 authorized personnel changes, by department.

DEPARTMENT	POSITION	FTE	CHANGE
Mayor and City Council			
	Administrative Analyst II	1.0	Frozen
	From Senior Secretary (Confidential) to Administration Secretary (Confidential)	1.0	Reclassification
City Manager			
	Secretary (Confidential)	1.0	Frozen
City Attorney			
	--	--	No Change
City Clerk			
	--	--	No Change
Human Resources			
	--	--	No Change
Finance			
Administration	Administrative Clerk II	1.0	Frozen
Administration	Administrative Intern	0.50	Frozen
Accounting	Senior Account Clerk	1.0	Frozen
Police			
Office of the Chief	Administrative Analyst II	1.0	Frozen
Investigation	Senior Secretary	1.0	Frozen
Property and Evidence	Community Service Officer	1.0	Frozen
Animal Services	Animal Care Attendant	1.0	Frozen
Animal Services	From Police Records Clerk II to Senior Police Records Clerk	1.0	Reclassification
Personnel and Training	From Senior Secretary to Administrative Secretary	1.0	Reclassification
Fire			
	--	--	No Change
Public Works			
Design	Associate Civil Engineer	1.0	Frozen
Landscaping	Tree Trimmer	1.0	Frozen
Stormwater Administration	From Administrative Analyst I to Administrative Analyst II	1.0	Reclassification
Solid Waster	Administrative Clerk II to Secretary	1.0	Reclassification
Water Pollution Control Facility	From WPCF Supervisor to WPCF Operations & Maintenance Manager	1.0	Reorganization
Water Pollution Control Facility	WPCF Maintenance Supervisor	1.0	Reorganization
Water Pollution Control Facility	WPCF Operator	(1.0)	Reorganization
Water Pollution Control Facility	Utility Maintenance Mechanic	(1.0)	Reorganization
Water Pollution Control Facility	Water Installation & Maintenance Supervisor	(1.0)	Reorganization
Water Pollution Control Facility	Utility Operator & Maintenance Manager	1.0	Reorganization
Water Pollution Control Facility	WPCF Operations Supervisor	1.0	Reorganization
Water Pollution Control Facility	WPCF Lead Operator	(1.0)	Reorganization
Library			
Library Program	Library Page	0.30 * 4	Frozen
Library Program	Senior Library Page	0.50 * 2	Frozen
Library Program	Librarian I	0.50 * 2	Frozen
Library Program	Library Assistant	0.50 * 2	Frozen
Library Program	From Senior Library Assistant to Info Sys Support Technician	1.0	Reclassification
Library Program	Librarian II to Supv Librarian I	1.0	Reorganization

<p style="text-align: center;">2003 – 04 Personnel Summary</p>

Library Program	From Senior Library Assistant to Lead Library Assistant	1.0	Reclassification
Literacy Program	From Literacy Program Intern to Administrative Clerk II	.50	Reclassification
CED			
Building Inspection Program	Building Inspector	1.0	Frozen
Economic Development	Administrative Intern	.50	Frozen
Redevelopment Agency	Redevelopment Project Manager	1.0	Frozen
Redevelopment Agency	Economic Development Specialist	1.0	Frozen
Current Planning	Senior Planner	1.0	Frozen
Building Inspection	Housing Inspector	1.0	Addition

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CITY OF HAYWARD
GENERAL FUND - 2003-2004
(\$ in 000's)

	2001-2002 ACTUAL	ADJUSTED BUDGET 2002-2003	2002-2003 ESTIMATED	2003-2004 RECOMMENDED BUDGET
ESTIMATED REVENUES				
TAXES	\$ 58,812	\$ 60,434	\$ 57,578	\$ 58,319
FRANCHISES	5,612	5,575	5,575	5,715
LICENSES & PERMITS	2,268	2,204	2,204	2,080
INTEREST & RENTS	1,377	1,402	1,100	851
FINES & FORFEITURES	650	1,210	1,210	845
FROM OTHER AGENCIES	11,774	11,099	11,765	10,724
FEES & SERVICE CHARGES	3,216	2,500	2,500	2,224
OTHER	3,408	2,592	2,592	2,585
	<u>\$ 87,117</u>	<u>87,016</u>	<u>\$ 84,524</u>	<u>\$ 83,343</u>
TRANSFERS TO GENERAL FUND				
TRANSFERS-DETAIL ON FOLLOWING PAGE	<u>4,459</u>	<u>4,442</u>	<u>4,442</u>	<u>4,592</u>
TOTAL RESOURCES AVAILABLE	\$ 91,576	91,458	\$ 88,966	\$ 87,935
EXPENDITURES				
EMPLOYEE SERVICES	69,054	72,699	70,580	79,132
MAINTENANCE & UTILITIES	4,102	4,141	4,041	3,988
SUPPLIES & SERVICES	11,132	11,342	10,819	10,061
CAPITAL EXPENSE	1,425	464	360	125
NET INTERDEPT. CHRGS. (CREDITS)	<u>(3,082)</u>	<u>(2,900)</u>	<u>(3,200)</u>	<u>(3,250)</u>
TOTAL EXPENDITURES	\$ 82,631	85,746	\$ 82,600	\$ 90,056
TRANSFERS FROM GENERAL FUND				
TRANSFERS-DETAIL ON FOLLOWING PAGE	<u>22,502</u>	<u>6,362</u>	<u>6,362</u>	<u>5,444</u>
TOTAL FUNDS REQUIRED	\$ 105,133	92,108	\$ 88,962	\$ 95,500
EXCESS REVENUE (EXPENDITURE)	\$ (13,557)	(650)	\$ 4	\$ (7,565)
USE OF CONTINGENCY RESERVES	<u>-</u>	<u>-</u>	<u>-</u>	<u>7,565</u>
SUBTOTAL	\$ (13,557)	\$ (650)	\$ 4	\$ -
BEGINNING FUND BALANCE	<u>44,987</u>	<u>31,430</u>	<u>31,430</u>	<u>31,434</u>
SUBTOTAL	\$ 31,430	\$ 30,780	\$ 31,434	\$ 31,434
LESS RESERVES USED	<u>-</u>	<u>-</u>	<u>-</u>	<u>(7,565)</u>
ENDING FUND BALANCE	<u>\$ 31,430</u>	<u>\$ 30,780</u>	<u>\$ 31,434</u>	<u>\$ 23,869</u>

CITY OF HAYWARD
GENERAL FUND
TRANSFERS - 2003 - 2004
(\$ in 000's)

	2001-2002 ACTUAL	2002-2003 ADJUSTED BUDGET	2003-2004 RECOMM- ENDED
TRANSFERS TO GENERAL FUND			
COST ALLOCATION	\$ 2,584	\$ 2,709	\$ 2,880
TRSF. FROM SPECIAL GAS TAX	1,242	1,239	1,251
CITIZENS FOR PUBLIC SAFETY GRANT	289	295	286
LAW ENFORCEMENT BLOCK GRANT	344	199	175
	<u>\$ 4,459</u>	<u>\$ 4,442</u>	<u>\$ 4,592</u>

TRANSFERS TO OTHER FUNDS

CAPITAL TRSF FOR TECHNOLOGY PROJ	\$ 2,800	\$ -	\$ -
TRANSFER TO CAPITAL PROJECTS	1,060	1,210	300
INSURANCE COST ALLOCATION	1,025	1,043	1,043
TRSF. TO CENTENNIAL HALL	339	361	331
CAPITAL TRSF. TO TRANSP. SYS. IMP.	400	374	350
CAPITAL TRSF TO ST. LIGHTING	320	320	320
CAPITAL TRSF TO WATER (IAD LOAN)	1,232	-	-
CAPITAL TRSF TO EQUIP. MGMT.	500	-	-
DEBT SERVICE TRANSFERS	3,048	3,054	2,979
TRANSFER TO HRA	3,470	-	-
LAVWMA TRANSFER TO STREET IMP	7,920	-	-
ALL OTHER TRANSFERS	388	-	121
	<u>\$ 22,502</u>	<u>\$ 6,362</u>	<u>\$ 5,444</u>

**CITY OF HAYWARD
GENERAL FUND
2002-03 ESTIMATED AND 2003-04 BUDGETED FUND BALANCES**

	Estimated 2002-03 Amount	Recommended Budget 2003-04 Amount
RESERVED FOR:		
Encumbrances	\$ 1,296,000	\$ 1,296,000
Inventory	25,255	25,255
PERS Reserve	1,000,000	-
Advances	1,336,000	1,336,000
	<u>3,657,255</u>	<u>2,657,255</u>
 DESIGNATED FOR:		
Economic Uncertainty	7,000,000	7,000,000
Liquidity	3,500,000	3,500,000
Public Safety Radio System	2,250,000	2,250,000
Hotel/Convention Center	1,250,000	1,250,000
Undesignated	13,776,745	7,242,745
	<u>27,776,745</u>	<u>21,242,745</u>
 TOTAL FUND BALANCE	<u><u>\$ 31,434,000</u></u>	<u><u>\$ 23,900,000</u></u>

Note: Total Fund Balance amounts shown above are projected fund balances at June 30, 2003 and June 30, 2004.

CITY OF HAYWARD
GENERAL FUND
REVENUE BY SOURCE - 2003 - 2004
(\$ in 000'S)

	2001-2002 ACTUAL	2002-2003 ADJUSTED BUDGET	2002-2003 ESTIMATED	2003-2004 RECOMMENDED
TAXES				
PROPERTY TAXES	\$ 17,491	\$ 17,850	\$ 18,600	\$ 19,344
SALES TAX	30,040	31,059	28,000	28,000
BUSINESS TAX	2,128	2,025	2,028	2,025
REAL PROPERTY TRANSFER TAX	4,200	4,500	4,900	4,900
TRANSIENT OCCUPANCY TAX	1,481	1,500	1,500	1,500
SUPPLEMENTAL IMPROVEMENT TAX	1,700	1,750	800	800
EMERGENCY FACILITIES TAX	1,772	1,750	1,750	1,750
SUBTOTAL	58,812	60,434	57,578	58,319
FRANCHISES				
WASTE MANAGEMENT	2,228	2,200	2,200	2,200
CABLE TV FRANCHISE	901	880	880	880
PG&E	1,050	1,050	1,050	1,050
WATER & SEWER FUND FRANCHISE	1,433	1,445	1,445	1,585
SUBTOTAL	5,612	5,575	5,575	5,715
LICENSES & PERMITS				
CONSTRUCTION PERMITS	1,520	1,518	1,518	1,350
HAZARDOUS MATERIALS PERMITS	372	370	370	370
OTHER	376	316	316	360
SUBTOTAL	2,268	2,204	2,204	2,080
INTEREST AND RENTS				
INTEREST EARNED	1,377	1,402	1,100	851
SUBTOTAL	1,377	1,402	1,100	851
FINES & FORFEITURES				
LIBRARY FINES & FEES	79	60	60	70
OTHER	571	1,150	1,150	775
SUBTOTAL	650	1,210	1,210	845

CITY OF HAYWARD
GENERAL FUND
REVENUE BY SOURCE - 2003 - 2004
(\$ in 000's)

	2001-2002 ACTUAL	2002-2003 ADJUSTED BUDGET	2002-2003 ESTIMATED	2003-2004 RECOMMENDED
FROM OTHER AGENCIES				
MOTOR VEHICLE IN-LIEU	7,947	7,800	8,400	8,400
P.O.S.T. REIMBURSEMENT	79	60	60	20
GRANTS	562	625	-	462
OTHER	3,186	2,614	3,305	1,842
SUBTOTAL	11,774	11,099	11,765	10,724
FEES & SERVICE CHARGES				
POLICE CHARGES	583	597	597	595
PLAN CHECKING FEES	777	750	750	698
FIRE SERVICE FEES	267	300	300	218
ABATEMENT COLLECTIONS	192	190	190	160
RENTAL UNIT ORDINANCE	18	50	50	20
APT. HOUSE INSPECTIONS	179	160	160	260
OTHER	1,200	453	453	273
SUBTOTAL	3,216	2,500	2,500	2,224
OTHER REVENUE				
WORKERS COMP. INS. FUND	924	900	900	900
OTHER	2,484	1,692	1,692	1,685
SUBTOTAL	3,408	2,592	2,592	2,585
TOTAL REVENUE	\$ 87,117	\$ 87,016	\$ 84,524	\$ 83,343

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MAYOR AND CITY COUNCIL

MAYOR AND COUNCIL PROGRAM

- Policy Development
- Constituent Issues
- Cable Television Regulation
- Promotions and Community Events
- Federal/State Legislation
- Municipal Access Television Channel
- Alameda County Congestion Management Agency
- Alameda County Housing Authority
- Associated Community Action Program Governing Board
- East Bay Dischargers Joint Powers Authority
- Alameda County Waste Management Authority
- Alameda County Source Reduction and Recycling Board

Mayor and City Council Department

MISSION STATEMENT

The Hayward City Council is comprised of the Mayor and six Council Members, who are each elected at-large for four-year terms. The Council is responsible for representing the citizens of Hayward, providing policy and programmatic direction to the City and City staff, and ensuring staff accountability for carrying out policies that are responsive to the needs of the community. The Mayor and City Council also act as the Chair and Board of the Hayward Redevelopment Agency and act as Hayward's Regulatory Authority of cable television operators at the basic tier service level.

MAYOR AND CITY COUNCIL PROGRAM

The Mayor and City Council are the governing body of the City of Hayward. Council Members also serve on standing committees of the Council, which concentrate on local concerns. Resident input and participation is actively solicited by appointing residents to boards and commissions and ad hoc task forces such as neighborhood planning task forces. The Mayor and City Council provide policy direction to staff on the Council's priority issues.

The Mayor and City Council Program provides general administrative and support services to the Mayor and City Council members. This includes legislative tracking, investigation and timely response to residents' inquiries and complaints, staffing ad hoc committees, the Board and Commission Gala, community relations and promotion, planning and coordination of special community-wide events, and Youth in Government Day. The program provides administration of the City's cable television franchise agreement, is responsible for cable regulatory activities for the basic tier cable service and related equipment and installation charges, and manages the City's municipal access television channel KHRT (Channel 15), which produces Focus on Hayward, as well as providing direction for enhancements to the City's Home Page.

2001-03 DEPARTMENT ACCOMPLISHMENTS

1. Approved placing a measure on the November 5, 2002 ballot regarding the Route 238 Alternative.
2. Approved commencement of the Mission-Garin Annexation Study.
3. Approved the following City ordinances: Shopping Carts, Tree Preservation, Campaign Spending Limits, Rent Stabilization, and revisions to the Community Preservation Ordinance.
4. Authorized exclusive negotiating agreement with BHV Hayward, LLC, to develop the site at B Street and Foothill Boulevard.
5. Considered and adopted the Cannery Area Design Concept Plan, including amendments to General Plan and Zoning Ordinance.
6. Amended the Redevelopment Plan to include the Mission-Foothill Corridor, adding over 700 acres to the existing 600 acre Project Area, providing for a mixed use of housing and amenities.
7. Considered and approved revisions to the General Plan.

Mayor and City Council Department

8. Considered and adopted a proposal on the matter of the Russell City Energy Center Project, with respect to issues that were under the City's jurisdiction.
9. Hosted the National League of Cities Public Safety and Crime Prevention Steering Committee two-day meeting in September 2000.

2003-04 DEPARTMENT OBJECTIVES

1. Provide policy direction regarding overall fiscal management issues.
2. Provide policy direction for the Route 238 Corridor Improvement Project.
3. Provide policy direction for the B Street and Foothill Boulevard development project.
4. Continue to provide policy direction regarding implementation of the Cannery Project.
5. Provide leadership for the potential Hotel/Conference Center Project.
6. Provide leadership for marketing the City.

FUND: GENERAL FUND
PROGRAM MANAGER: JOANNE BURKMAN

FUND NUMBER: 100-1100

DEPARTMENT SUMMARY BY EXPENDITURE CATEGORY

MAYOR AND COUNCIL DEPARTMENT

	2001/2002 ACTUAL	2002/2003 ADJUSTED BUDGET	2003/2004 ADOPTED BUDGET
EMPLOYEE SERVICES	327,357	352,565	377,114
MAINTENANCE & UTILITIES	738	2,971	2,823
SUPPLIES & SERVICES	56,591	79,316	75,523
CAPITAL EXPENSE	8,363	0	0
	-----	-----	-----
SUBTOTAL	393,049	434,852	455,460
NET INTERDEPARTMENTAL	3,090	0	0
	-----	-----	-----
TOTAL	396,139	434,852	455,460
	=====	=====	=====

AUTHORIZED PERSONNEL BUDGET YEAR 2003/2004

100-GENERAL FUND

	Authorized 2001/ 2002	2002/ 2003	Adopted 2003/ 2004	Frozen 2003/ 2004
1100-MAYOR AND COUNCIL DEPARTMENT				
MAYOR	1.00	1.00	1.00	0.00
CITY COUNCIL	6.00	6.00	6.00	0.00
ADMINISTRATIVE ANALYST II (UNCLASSIFIED)	1.00	1.00	0.00	1.00
SENIOR SECRETARY (CONF)	1.00	1.00	0.00	0.00
ADMINISTRATIVE SECRETARY (CONF)	0.00	0.00	1.00	0.00
TECHNICAL INTERN	0.50	0.50	0.50	0.00
Department Totals	9.50	9.50	8.50	1.00

CITY MANAGER DEPARTMENT

OFFICE OF THE CITY MANAGER

- Policy Analysis
- Department/Council Liaison
- Overall Staff Direction and Leadership

PUBLIC INFORMATION

- Public Education on City Services and Events
- Media Relations
- Crisis Communications

TECHNOLOGY SERVICES

- Citywide Technology Planning/Coordination
- Strategy Development and Implementation
- Evaluation of Emerging Technologies

City Manager Department

MISSION STATEMENT

The mission of the City Manager Department is to assist the City Council in developing policies that are responsive to the needs of the community, to ensure effective implementation of adopted policies, and to provide direction and leadership to employees of the organization.

Office of the City Manager

The Office of the City Manager carries out the general administrative responsibilities of managing the City of Hayward. This includes implementing policies adopted by the City Council and providing liaison between the City Council and City departments.

Public Information Program

The Public Information Program plans, implements and manages the City communications program. Specific efforts are directed toward marketing economic development activities, public education about City services and events, and crisis communications. Other areas of focus include media relations, coordination with external organizations, development of publications, as well as responding to general community information needs.

Technology Services Division

Technology Services prioritizes, coordinates and implements technology initiatives that are consistent with the strategic goals and resources of the City. This includes identifying new approaches and emerging technologies that respond to the changing needs of City services, and to the unique operational needs of City departments. In addition, Technology Services provides a comprehensive management information system for all City departments on selected computer applications and maintains and supports the City's development process tracking system and the City's financial database. This includes installing, managing and maintaining the City's Local and Wide Area Networks, as well as the mainframe, and supporting the technology needs of minicomputer, microcomputer and network users.

2001-03 DEPARTMENT ACCOMPLISHMENTS

1. Provided administrative oversight for the Downtown Street Revitalization Program, the Cannery Project, Mission Boulevard Redevelopment Plan, and throughout the approval process of the Russell City Energy Center Project.
2. Presented and reviewed results of feasibility study of Route 238 Contingency Plan.
3. Provided project management and implementation of the two-year City Technology Plan, including creation of a single, consolidated citywide network, development of a prototype and work plan for the City Geographic Information System, and updating of the network infrastructure
4. Supported the implementation of Hayward Youth Commission talent show scholarship fundraiser.
5. Provided support for the Hayward Youth Commission 10th Anniversary Celebration.

City Manager Department

2003-04 DEPARTMENT OBJECTIVES

1. Provide remote access to Eden Permit System.
2. Redesign the City's website to include an e-government system for web-based transactions, GIS access and web portal technologies.
3. Create a document imaging and management system.
4. Participate and provide support to the Public Safety Radio System replacement study.
5. Lead citywide budget review process to support objectives and long-term financial stability.
6. Continue to provide oversight for the development of the Cannery Area plan.

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FUND: GENERAL FUND
PROGRAM MANAGER: CITY MANAGER

FUND NUMBER: 100-1200

DEPARTMENT SUMMARY BY EXPENDITURE CATEGORY

CITY MANAGER DEPARTMENT

	2001/2002 ACTUAL	2002/2003 ADJUSTED BUDGET	2003/2004 ADOPTED BUDGET
EMPLOYEE SERVICES	1,583,602	2,013,706	2,111,148
MAINTENANCE & UTILITIES	194,489	257,357	244,489
SUPPLIES & SERVICES	1,119,537	862,822	823,083
CAPITAL EXPENSE	182,848	84,160	50,000
	-----	-----	-----
SUBTOTAL	3,080,476	3,218,045	3,228,720
NET INTERDEPARTMENTAL	2,999-	0	0
	-----	-----	-----
TOTAL	3,077,477	3,218,045	3,228,720

AUTHORIZED PERSONNEL BUDGET YEAR 2003/2004

100-GENERAL FUND

1200-CITY MANAGER DEPARTMENT

	Authorized 2001/ 2002	2002/ 2003	Adopted 2003/ 2004	Frozen 2003/ 2004
CITY MANAGER	1.00	1.00	1.00	0.00
ASSISTANT CITY MANAGER	1.00	1.00	1.00	0.00
TECH SERVICES DIRECTOR/DEPUTY CITY MNGR	1.00	1.00	1.00	0.00
INFORMATION SYSTEMS MANAGER	1.00	1.00	1.00	0.00
ASSISTANT TO THE CITY MANAGER	1.00	1.00	1.00	0.00
PUBLIC INFORMATION OFFICER	1.00	1.00	1.00	0.00
DATA & SYSTEMS COORDINATOR	1.00	1.00	1.00	0.00
EXECUTIVE ASSISTANT	1.00	1.00	1.00	0.00
NETWORK SYSTEMS SPECIALIST	2.00	2.00	2.00	0.00
PROGRAMMER ANALYST	2.00	2.00	2.00	0.00
WEB SPECIALIST	1.00	1.00	1.00	0.00
NETWORK/MICROCOMPUTER SPECIALIST	2.00	3.00	3.00	0.00
COMPUTER OPERATOR-ANALYST	1.00	1.00	1.00	0.00
COMPUTER OPERATOR	1.00	0.00	0.00	0.00
INFORMATION SYSTEMS SUPPORT TECHNICIAN	0.00	1.00	1.00	0.00
SECRETARY (CONF)	2.00	2.00	1.00	1.00
ADMINISTRATIVE INTERN	0.50	0.50	0.50	0.00
DATA SYSTEMS OPERATOR	1.00	1.00	1.00	0.00
Department Totals	20.50	21.50	20.50	1.00

FUND: GENERAL FUND
 DEPARTMENT: CITY MANAGER DEPARTMENT
 PROGRAM MANAGER: CITY MANAGER

FUND NUMBER: 100-1201

ACTIVITY SUMMARY BY EXPENDITURE CATEGORY

OFFICE OF THE CITY MANAGER

	2001/2002 ACTUAL	2002/2003 ADJUSTED BUDGET	2003/2004 ADOPTED BUDGET
EMPLOYEE SERVICES	614,389	673,734	680,530
MAINTENANCE & UTILITIES	1,839	3,628	3,447
SUPPLIES & SERVICES	63,044	62,609	60,366
CAPITAL EXPENSE	0	0	0
	-----	-----	-----
SUBTOTAL	679,272	739,971	744,343
NET INTERDEPARTMENTAL	2,999-	0	0
	-----	-----	-----

AUTHORIZED PERSONNEL BUDGET YEAR 2003/2004

100-GENERAL FUND

	Authorized 2001/ 2002	2002/ 2003	Adopted 2003/ 2004	Frozen 2003/ 2004
1200-CITY MANAGER DEPARTMENT				
1201-OFFICE OF THE CITY MANAGER				
CITY MANAGER	1.00	1.00	1.00	0.00
ASSISTANT CITY MANAGER	1.00	1.00	1.00	0.00
ASSISTANT TO THE CITY MANAGER	1.00	1.00	1.00	0.00
EXECUTIVE ASSISTANT	1.00	1.00	1.00	0.00
SECRETARY (CONF)	2.00	2.00	1.00	1.00
ADMINISTRATIVE INTERN	0.50	0.50	0.50	0.00
Activity Totals	6.50	6.50	5.50	1.00

FUND: GENERAL FUND
 DEPARTMENT: CITY MANAGER DEPARTMENT
 PROGRAM MANAGER: PUBLIC INFORMATION OFFICER

FUND NUMBER: 100-1252

ACTIVITY SUMMARY BY EXPENDITURE CATEGORY

PUBLIC INFORMATION PROGRAM

	2001/2002 ACTUAL	2002/2003 ADJUSTED BUDGET	2003/2004 ADOPTED BUDGET
EMPLOYEE SERVICES	83,479	84,585	92,407
MAINTENANCE & UTILITIES	307	414	393
SUPPLIES & SERVICES	46,093	44,530	43,315
CAPITAL EXPENSE	0	0	0
	-----	-----	-----
SUBTOTAL	129,879	129,529	136,115
NET INTERDEPARTMENTAL	0	0	0
	-----	-----	-----
TOTAL	129,879	129,529	136,115
	=====	=====	=====

AUTHORIZED PERSONNEL BUDGET YEAR 2003/2004

100-GENERAL FUND

	Authorized 2001/ 2002	2002/ 2003	Adopted 2003/ 2004	Frozen 2003/ 2004
1200-CITY MANAGER DEPARTMENT				
1252-PUBLIC INFORMATION PROGRAM				
PUBLIC INFORMATION OFFICER	1.00	1.00	1.00	0.00
Activity Totals	1.00	1.00	1.00	0.00

FUND: GENERAL FUND
 DEPARTMENT: CITY MANAGER DEPARTMENT
 PROGRAM MANAGER: INFORMATION SYSTEM MANAGER

FUND NUMBER: 100-1261

ACTIVITY SUMMARY BY EXPENDITURE CATEGORY

INFORMATION SYSTEMS PROGRAM

	2001/2002 ACTUAL	2002/2003 ADJUSTED BUDGET	2003/2004 ADOPTED BUDGET
EMPLOYEE SERVICES	885,734	1,255,387	1,338,211
MAINTENANCE & UTILITIES	136,167	195,901	186,106
SUPPLIES & SERVICES	437,090	384,604	366,876
CAPITAL EXPENSE	137,601	84,160	50,000
	-----	-----	-----
SUBTOTAL	1,596,592	1,920,052	1,941,193
NET INTERDEPARTMENTAL	0	0	0
	-----	-----	-----
TOTAL	1,596,592 =====	1,920,052 =====	1,941,193 =====

AUTHORIZED PERSONNEL BUDGET YEAR 2003/2004

100-GENERAL FUND

1200-CITY MANAGER DEPARTMENT

1261-INFORMATION SYSTEMS PROGRAM

	Authorized 2001/ 2002	2002/ 2003	Adopted 2003/ 2004	Frozen 2003/ 2004
TECH SERVICES DIRECTOR/DEPUTY CITY MNGR	1.00	1.00	1.00	0.00
INFORMATION SYSTEMS MANAGER	1.00	1.00	1.00	0.00
DATA & SYSTEMS COORDINATOR	1.00	1.00	1.00	0.00
NETWORK SYSTEMS SPECIALIST	2.00	2.00	2.00	0.00
PROGRAMMER ANALYST	2.00	2.00	2.00	0.00
WEB SPECIALIST	1.00	1.00	1.00	0.00
NETWORK/MICROCOMPUTER SPECIALIST	2.00	3.00	3.00	0.00
COMPUTER OPERATOR-ANALYST	1.00	1.00	1.00	0.00
COMPUTER OPERATOR	1.00	0.00	0.00	0.00
INFORMATION SYSTEMS SUPPORT TECHNICIAN	0.00	1.00	1.00	0.00
DATA SYSTEMS OPERATOR	1.00	1.00	1.00	0.00
Activity Totals	13.00	14.00	14.00	0.00

CITY ATTORNEY

LEGAL SERVICES

- Legal Representation of the City and Council
- Legal Advice for City Officials
- Draft Resolutions and Ordinances
- Draft and Review Contracts, Bonds, and Other Legal Documents

RENT REVIEW

- Rent Stabilization Information
- Mediation and Arbitration Hearings
- Collection of Rental Unit Fees

This department also administers the Risk Management Program, which is supported by the Liability Insurance Fund, which is located in the Internal Service Funds section of this document.

City Attorney Department

MISSION STATEMENT

The mission of the City Attorney's Office is to provide the City Council and all other City offices the legal advice and representation they request or require in order to provide service to the public; to advise and take appropriate steps to reduce the risks of various City activities; and to assist in the administration and enforcement of laws, regulations, and City programs.

Legal Services Program

The City Attorney is legal counsel for the City Council, all City boards and commissions, and officers and employees of the City when they are involved in City business. When the City is sued or is suing, the City Attorney's client is the City Council as a whole, rather than an individual Council Member, and any individual Council Member, official, or employee who is named in the lawsuit and who does not have an interest in the litigation that conflict with the interest of the City Council.

Rent Review Program

The Rent Review Program administers the City's two rent control ordinances; one covering some apartments and rental houses, the other covering mobile home spaces. The program coordinates the mediation and arbitration dispute process provided for in the ordinances, responds to inquiries concerning the ordinances, advises affected individuals about changes in the ordinances, and administers rental unit fee requirements. The attorney assigned to this program handles litigation and other legal issues associated with the rent stabilization ordinances and provides legal defense for arbitration decisions.

2001-03 DEPARTMENT ACCOMPLISHMENTS

1. Continued to monitor the City's rent control ordinances and ensure that they remain consistent with state law.
2. Reviewed and proposed amendments to the Mobilehome Rent Stabilization Ordinance.
3. Reviewed effectiveness and proposed amendments to the Residential Rent Stabilization Ordinance to bring it into compliance with state law.

2003-04 DEPARTMENT OBJECTIVES

1. Actively assist Community and Economic Development in code enforcement efforts.

FUND: GENERAL FUND
PROGRAM MANAGER: CITY ATTORNEY

FUND NUMBER: 100-1300

DEPARTMENT SUMMARY BY EXPENDITURE CATEGORY

CITY ATTORNEY DEPARTMENT

	2001/2002 ACTUAL	2002/2003 ADJUSTED BUDGET	2003/2004 ADOPTED BUDGET
EMPLOYEE SERVICES	697,046	801,009	892,641
MAINTENANCE & UTILITIES	1,961	992	942
SUPPLIES & SERVICES	104,713	131,985	126,494
CAPITAL EXPENSE	0	0	0
	-----	-----	-----
SUBTOTAL	803,720	933,986	1,020,077
NET INTERDEPARTMENTAL	1,200-	13,984-	0
	-----	-----	-----
TOTAL	802,520	920,002	1,020,077
	=====	=====	=====

AUTHORIZED PERSONNEL BUDGET YEAR 2003/2004

100-GENERAL FUND

1300-CITY ATTORNEY DEPARTMENT

	Authorized 2001/ 2002	2002/ 2003	Adopted 2003/ 2004	Frozen 2003/ 2004
CITY ATTORNEY	1.00	1.00	1.00	0.00
ASSISTANT CITY ATTORNEY	4.00	4.00	4.00	0.00
LEGAL SECRETARY II	2.00	2.00	2.00	0.00
Department Totals	7.00	7.00	7.00	0.00

FUND: GENERAL FUND
 DEPARTMENT: CITY ATTORNEY DEPARTMENT
 PROGRAM MANAGER: CITY ATTORNEY

FUND NUMBER: 100-1301

ACTIVITY SUMMARY BY EXPENDITURE CATEGORY

LEGAL SERVICES PROGRAM

	2001/2002 ACTUAL	2002/2003 ADJUSTED BUDGET	2003/2004 ADOPTED BUDGET
EMPLOYEE SERVICES	697,046	801,009	892,641
MAINTENANCE & UTILITIES	1,763	792	752
SUPPLIES & SERVICES	86,740	88,644	85,321
CAPITAL EXPENSE	0	0	0
	-----	-----	-----
SUBTOTAL	785,549	890,445	978,714
NET INTERDEPARTMENTAL	1,200-	13,984-	0
	-----	-----	-----
TOTAL	784,349	876,461	978,714
	=====	=====	=====

AUTHORIZED PERSONNEL BUDGET YEAR 2003/2004

100-GENERAL FUND

1300-CITY ATTORNEY DEPARTMENT

1301-LEGAL SERVICES PROGRAM

	Authorized 2001/ 2002	2002/ 2003	Adopted 2003/ 2004	Frozen 2003/ 2004
CITY ATTORNEY	1.00	1.00	1.00	0.00
ASSISTANT CITY ATTORNEY	4.00	4.00	4.00	0.00
LEGAL SECRETARY II	2.00	2.00	2.00	0.00
Activity Totals	7.00	7.00	7.00	0.00

FUND: GENERAL FUND
DEPARTMENT: CITY ATTORNEY DEPARTMENT
PROGRAM MANAGER: CITY ATTORNEY

FUND NUMBER: 100-1313

ACTIVITY SUMMARY BY EXPENDITURE CATEGORY

RENT REVIEW

	2001/2002 ACTUAL	2002/2003 ADJUSTED BUDGET	2003/2004 ADOPTED BUDGET
EMPLOYEE SERVICES	0	0	0
MAINTENANCE & UTILITIES	198	200	190
SUPPLIES & SERVICES	17,973	43,341	41,173
CAPITAL EXPENSE	0	0	0
	-----	-----	-----
SUBTOTAL	18,171	43,541	41,363
NET INTERDEPARTMENTAL	0	0	0
	-----	-----	-----
TOTAL	18,171	43,541	41,363
	=====	=====	=====

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CITY CLERK DEPARTMENT

OFFICE OF THE CITY CLERK

- Records Management
- City Council Proceedings
- Boards and Commissions Appointments
- Fair Political Practices Commission Filings
- Support Services

MUNICIPAL ELECTIONS

- Municipal Election Administration

City Clerk Department

MISSION STATEMENT

The mission of the City Clerk's Office is to ensure the security and accessibility of all official City records; serve as the information and records manager of all legislative proceedings; conduct all aspects of municipal elections; and serve as a support office to the City Council, City staff, City boards and commissions, and the residents of Hayward.

Office of the City Clerk

The City Clerk Department provides a wide variety of services for the City Council, City staff, City boards and commissions, and the citizens of Hayward. Most services are related to information and records management since the Department is the repository for all official City records.

Staff maintains an on-line computer history of all City Council proceedings, and distributes and tracks all information prepared for City Council meetings. Staff manages a Citywide centralized records storage center and administers the records retention program, including access to permanent records by means of an imaging system. Staff also prepares, publishes, and distributes legal notices for all public hearings; updates the Hayward Municipal Code; transcribes minutes of City Council and Planning Commission meetings; certifies City documents; administers oaths of office; serves as a liaison for City departments and the public to the City Council; responds to requests for research and general information; and serves as the filing office for statements of economic interest and campaign disclosure statements, as required by the California Fair Political Practices Commission. In addition, staff coordinates the recruitment, interviewing, and appointment of citizens to City boards and commissions, neighborhood task forces, and advisory committees.

Municipal Elections Program

The election functions performed by the City Clerk Department include setting the election calendar, receiving and processing candidate and/or measure filings, verifying the validity of filings, filing campaign statements, assisting in the development of the voter pamphlet, encouraging and facilitating the registration of voters, and coordinating the mailing of sample ballots. The Department also assists the County Registrar of Voters in setting up polling places, counting ballots, and canvassing returns.

2001-03 DEPARTMENT ACCOMPLISHMENTS

1. Processed weekly Council and bi-weekly Planning Commission agendas and packets for the website, and provided computer access to imaging system program to staff throughout City hall who are frequent users of City's archived records.
2. Added on-line access to Hayward Municipal Code.
3. Conducted municipal election in March 2002 in conjunction with County and State, and assisted County Clerk in preparation of election canvass report for June.
4. Continued efforts for voter outreach.
5. Conducted municipal election in November 2002 involving Measure U, which related to the 238 Bypass Alternative.

City Clerk Department

2003-04 DEPARTMENT OBJECTIVES

1. Work with affected departments to implement adopted changes in the Retention Schedule that was updated during Spring 2003.
2. Conduct municipal election in March 2004 in conjunction with County and State, and assist the County Clerk in preparation of the election canvass report for June 2004.
3. Continue ongoing registration drive efforts with local voter outreach groups, including Alameda County Registrar, League of Women Voters, and high school seniors throughout the Hayward Unified School District.

FUND: GENERAL FUND
PROGRAM MANAGER: CITY CLERK

FUND NUMBER: 100-1400

DEPARTMENT SUMMARY BY EXPENDITURE CATEGORY

CITY CLERK DEPARTMENT

	2001/2002 ACTUAL	2002/2003 ADJUSTED BUDGET	2003/2004 ADOPTED BUDGET
EMPLOYEE SERVICES	343,856	344,172	368,209
MAINTENANCE & UTILITIES	781	1,698	1,613
SUPPLIES & SERVICES	76,910	77,469	82,283
CAPITAL EXPENSE	9,719	0	0
	-----	-----	-----
SUBTOTAL	431,266	423,339	452,105
NET INTERDEPARTMENTAL	83	2,264	0
	-----	-----	-----
TOTAL	431,349	425,603	452,105
	=====	=====	=====

AUTHORIZED PERSONNEL BUDGET YEAR 2003/2004

100-GENERAL FUND

	Authorized 2001/ 2002	2002/ 2003	Adopted 2003/ 2004	Frozen 2003/ 2004
1400-CITY CLERK DEPARTMENT				
CITY CLERK	1.00	1.00	1.00	0.00
DEPUTY CITY CLERK	1.00	1.00	1.00	0.00
ADMINISTRATIVE CLERK II	0.50	0.50	0.50	0.00
SENIOR SECRETARY	2.00	2.00	2.00	0.00
Department Totals	4.50	4.50	4.50	0.00

FUND: GENERAL FUND
 DEPARTMENT: CITY CLERK DEPARTMENT
 PROGRAM MANAGER: CITY CLERK

FUND NUMBER: 100-1401

ACTIVITY SUMMARY BY EXPENDITURE CATEGORY

OFFICE OF THE CITY CLERK

	2001/2002 ACTUAL	2002/2003 ADJUSTED BUDGET	2003/2004 ADOPTED BUDGET
EMPLOYEE SERVICES	343,856	344,172	368,209
MAINTENANCE & UTILITIES	781	1,698	1,613
SUPPLIES & SERVICES	31,695	46,998	46,996
CAPITAL EXPENSE	9,719	0	0
	-----	-----	-----
SUBTOTAL	386,051	392,868	416,818
NET INTERDEPARTMENTAL	83	2,264	0
	-----	-----	-----
TOTAL	386,134	395,132	416,818
	=====	=====	=====

AUTHORIZED PERSONNEL BUDGET YEAR 2003/2004

100-GENERAL FUND

1400-CITY CLERK DEPARTMENT

1401-OFFICE OF THE CITY CLERK

	Authorized 2001/ 2002	2002/ 2003	Adopted 2003/ 2004	Frozen 2003/ 2004
CITY CLERK	1.00	1.00	1.00	0.00
DEPUTY CITY CLERK	1.00	1.00	1.00	0.00
ADMINISTRATIVE CLERK II	0.50	0.50	0.50	0.00
SENIOR SECRETARY	2.00	2.00	2.00	0.00
Activity Totals	4.50	4.50	4.50	0.00

FUND: GENERAL FUND
DEPARTMENT: CITY CLERK DEPARTMENT
PROGRAM MANAGER: CITY CLERK

FUND NUMBER: 100-1402

ACTIVITY SUMMARY BY EXPENDITURE CATEGORY

ELECTIONS PROGRAM

	2001/2002 ACTUAL	2002/2003 ADJUSTED BUDGET	2003/2004 ADOPTED BUDGET
EMPLOYEE SERVICES	0	0	0
MAINTENANCE & UTILITIES	0	0	0
SUPPLIES & SERVICES	45,215	30,471	35,287
CAPITAL EXPENSE	0	0	0
	-----	-----	-----
SUBTOTAL	45,215	30,471	35,287
NET INTERDEPARTMENTAL	0	0	0
	-----	-----	-----
TOTAL	45,215	30,471	35,287
	=====	=====	=====

HUMAN RESOURCES DEPARTMENT

HUMAN RESOURCES ADMINISTRATION

- Recruitment and Selection
- Equal Employment Opportunity / Affirmative Action
- Job Classification and Compensation
- Employee Relations
- Labor Negotiations
- Training
- Illness and Injury Prevention Program
- Pre-employment Medical Screening
- Employee Records
- Personnel Policies and Procedures/Grievance Resolution
- DOT Drug and Alcohol Testing

MISCELLANEOUS BENEFITS

- Active Employee Benefits
- Retired Employee Benefits
- Diagnostic Medical Examinations
- OSHA-required Immunizations and Testing

The Human Resources Department also administers the Workers' Compensation Program, which is supported by the Workers' Compensation Fund, which is located in the Internal Service Funds section of this document.

Human Resources Department

MISSION STATEMENT

The mission of the Human Resources Department is to provide the most efficient and effective human resources services possible to enable customer departments to carry out their individual missions.

Human Resources Administration and Employee Relations Program

Human Resources Administration and the Employee Relations Program provide recruitment, testing, new employee orientation, employee development and training, educational incentive/tuition reimbursement, affirmative action outreach and reporting, compensation administration, classification studies, and labor relations and labor contract administration services. In addition, the program is responsible for employee records administration, monitoring of the pre-employment medical clearance process, maintenance of commercial driver records, coordination of the Citywide Illness and Injury Prevention Program and safety inspections of all City facilities, and limited coordination of safety activities. Staff also provides support services to the Personnel and Affirmative Action Commission and administers the Workers' Compensation Program for employees who sustain work-related injuries or illnesses.

Miscellaneous Benefits Program

The Miscellaneous Benefits Program provides for benefit programs administered by the Human Resources Department. These benefits include active and retiree medical plans offered by the California Public Employees' Retirement System (CalPERS), indemnity and prepaid dental programs, long-term disability insurance, State Disability Insurance program, basic and voluntary life insurance, vision benefits, employee assistance program, CalPERS disability and service retirement processing, unemployment claims administration, fitness-for-duty examinations, and OSHA diagnostic medical screenings. Staff serves as the City's liaison to CalPERS, insurance brokers and other benefit providers in negotiating and/or implementing cost containment strategies.

2001-03 DEPARTMENT ACCOMPLISHMENTS

1. Conducted a training needs assessment and developed a training catalogue and schedule of training programs.
2. Completed one Supervisory Academy.
3. Implemented a Training Opportunities catalogue, offering 17 training programs, developed an online training registration process and established a Training Advisory Committee.
4. Updated the California Occupational Safety and Health Administration Injury and Illness Prevention Program.
5. Developed benefits information, forms and FAQ's for the City's Intranet web site.
6. Updated and implemented four compliance safety programs.
7. Conducted facilities inspections, conducted an assessment of existing safety programs, and identified employee safety training requirements.

Human Resources Department

8. Negotiated memoranda of understanding with eight employee organizations.

2003-04 DEPARTMENT OBJECTIVES

1. Develop and implement a on-line personnel and payroll record transaction process.
2. Develop and conduct a Leadership Academy for mid and upper level managers.
3. Conduct a feasibility study to explore the development of an in-house applicant tracking program.
4. Explore the feasibility of developing and providing an annual employee benefits statement to all City employees.
5. Conduct negotiations with the International Association of Fire Fighters (Local 1909) and the Hayward Police Officer's Association.

FUND: GENERAL FUND
PROGRAM MANAGER: HUMAN RESOURCES DIRECTOR

FUND NUMBER: 100-1600

DEPARTMENT SUMMARY BY EXPENDITURE CATEGORY

HUMAN RESOURCES DEPARTMENT

	2001/2002 ACTUAL	2002/2003 ADJUSTED BUDGET	2003/2004 ADOPTED BUDGET
EMPLOYEE SERVICES	511,344	706,608	792,338
MAINTENANCE & UTILITIES	1,175	3,142	2,985
SUPPLIES & SERVICES	1,219,898	1,525,448	1,557,232
CAPITAL EXPENSE	5,537	9,900	0
	-----	-----	-----
SUBTOTAL	1,737,954	2,245,098	2,352,555
NET INTERDEPARTMENTAL	27,855-	40,492-	46,286-
	-----	-----	-----
TOTAL	1,710,099	2,204,606	2,306,269
	=====	=====	=====

AUTHORIZED PERSONNEL BUDGET YEAR 2003/2004

100-GENERAL FUND

1600-HUMAN RESOURCES DEPARTMENT

	Authorized 2001/ 2002	Authorized 2002/ 2003	Adopted 2003/ 2004	Frozen 2003/ 2004
HUMAN RESOURCES DIRECTOR	1.00	1.00	1.00	0.00
SR HUMAN RES ANAL/AFF. ACTION SPEC.	1.00	1.00	1.00	0.00
HUMAN RESOURCES ANALYST II	2.00	2.00	2.00	0.00
HUMAN RESOURCES TECHNICIAN	1.00	1.00	1.00	0.00
ADMINISTRATIVE SECRETARY (CONF)	1.00	1.00	1.00	0.00
SECRETARY (CONF)	1.00	1.00	1.00	0.00
Department Totals	7.00	7.00	7.00	0.00

FUND: GENERAL FUND
 DEPARTMENT: HUMAN RESOURCES DEPARTMENT
 PROGRAM MANAGER: HUMAN RESOURCES DIRECTOR

FUND NUMBER: 100-1601

ACTIVITY SUMMARY BY EXPENDITURE CATEGORY

HUMAN RESOURCES ADMINISTRATION

	2001/2002 ACTUAL	2002/2003 ADJUSTED BUDGET	2003/2004 ADOPTED BUDGET
EMPLOYEE SERVICES	511,344	706,608	792,338
MAINTENANCE & UTILITIES	1,175	3,142	2,985
SUPPLIES & SERVICES	249,528	208,516	198,119
CAPITAL EXPENSE	4,677	9,900	0
	-----	-----	-----
SUBTOTAL	766,724	928,166	993,442
NET INTERDEPARTMENTAL	27,855-	40,492-	46,286-
	-----	-----	-----
TOTAL	738,869	887,674	947,156
	=====	=====	=====

AUTHORIZED PERSONNEL BUDGET YEAR 2003/2004

100-GENERAL FUND

	Authorized 2001/ 2002	2002/ 2003	Adopted 2003/ 2004	Frozen 2003/ 2004
1600-HUMAN RESOURCES DEPARTMENT				
1601-HUMAN RESOURCES ADMINISTRATION				
HUMAN RESOURCES DIRECTOR	1.00	1.00	1.00	0.00
SR HUMAN RES ANAL/AFF. ACTION SPEC.	1.00	1.00	1.00	0.00
HUMAN RESOURCES ANALYST II	2.00	2.00	2.00	0.00
HUMAN RESOURCES TECHNICIAN	1.00	1.00	1.00	0.00
ADMINISTRATIVE SECRETARY (CONF)	1.00	1.00	1.00	0.00
SECRETARY (CONF)	1.00	1.00	1.00	0.00
Activity Totals	7.00	7.00	7.00	0.00

FUND: GENERAL FUND
DEPARTMENT: HUMAN RESOURCES DEPARTMENT
PROGRAM MANAGER: EMPLOYEE BENEF ADMINISTRATOR

FUND NUMBER: 100-1611

ACTIVITY SUMMARY BY EXPENDITURE CATEGORY

MISCELLANEOUS BENEFITS

	2001/2002 ACTUAL	2002/2003 ADJUSTED BUDGET	2003/2004 ADOPTED BUDGET
EMPLOYEE SERVICES	0	0	0
MAINTENANCE & UTILITIES	0	0	0
SUPPLIES & SERVICES	970,370	1,316,932	1,359,113
CAPITAL EXPENSE	860	0	0
	-----	-----	-----
SUBTOTAL	971,230	1,316,932	1,359,113
NET INTERDEPARTMENTAL	0	0	0
	-----	-----	-----
TOTAL	971,230	1,316,932	1,359,113
	=====	=====	=====

FINANCE AND INTERNAL SERVICES DEPARTMENT

FINANCE ADMINISTRATION

- Department Management
- City-wide Budget Administration
- Internal Audit
- Treasury/Investments
- Contract Compliance

BUILDING AND FACILITIES MANAGEMENT

- City Buildings/Facilities Operation
- Repair, Maintenance, and HVAC
- Maint. Service Contract Administration
- Graffiti Removal
- Janitorial and Minor Maintenance Services
- Utility and Security Services
- Phone, Voice Mail, and Call Router
- Centennial Hall

PURCHASING

- Contract Preparation
- Printing Services
- Interoffice Mail
- Shipping and Receiving
- Supply and Equipment Procurement
- Surplus Asset Disposal

REVENUE

- Tax and License Administration
- Revenue Collection
- Cashiering

ACCOUNTING

- Financial Reporting
- Debt Management
- Accounts Payable and Receivable
- Invoicing
- Payroll

NOTE: This department also administers the Equipment Management Fund, which is located in the Internal Service Funds section of this document. In addition, a portion of the Revenue Division is funded by the Water Maintenance and Operations Fund.

Finance and Internal Services Department

MISSION STATEMENT

The Finance and Internal Services Department provides the following support services to City departments: general finance and analysis, internal audit, budget preparation and administration, contract compliance, accounting, treasury and debt financing, revenue administration and collection, equipment management, facilities maintenance, and purchasing and central stores activities. The Department also manages and maintains all City-owned structures and provides mail distribution services. The Department is comprised of the following Divisions: Finance Administration, Accounting, Revenue, Purchasing, Building and Facilities Management.

Finance Administration Division

Provides overall department leadership and direction. It consists of the Audit, Budget, Treasury, and Contract Compliance functions. The Audit Office provides operational and compliance auditing services not furnished by the City's independent auditors. Staff ensures that City assets are safeguarded and resources are managed economically and efficiently. The Treasury program is responsible for all treasury and debt service functions of the City. Contract Compliance activities focus on implementing the City's affirmative action purchasing plan. Budget staff is responsible for preparing the annual operating budget, and managing the budget throughout the year. Finance Administration provides staff support to the Revenue, Accounting, Building Management, Facilities, and Purchasing divisions.

Accounting Division

Maintains a system of internal controls that safeguards the City's assets and reports the financial activity of the City in an effective and timely manner. Accounting is responsible for payroll/benefits, accounts receivable, accounts payable, bank reconciliation, fixed assets, special assessments, and general accounting. The Accounting Division records all financial transactions of the City consistent with Generally Accepted Accounting Principles. Staff also provides interim financial, budget and management reports and assists other divisions, departments, and agencies in preparing and interpreting financial data. Staff prepares year-end comprehensive and special annual financial reports, and assists the independent auditors in preparing the City's official Comprehensive Annual Financial Report.

Revenue Division

Includes the City Cashier, City Collection, various permits issuance, and administration of parking citations, as well as the revenue and taxation sections of the Municipal Code. City Cashier provides cashier services to City offices and citizens for permits, fees, taxes, assessments, and utility payments. City Collection Program provides collection of debt for City departments, Accounts Receivable, Utilities, misc. taxes, return checks, and liens. Miscellaneous taxes billed/collected include Business Tax, Excise Tax, Transient Occupancy Tax, and Transfer Tax.

Purchasing Division

Procures all City materials, supplies, equipment, and services, (except Public Works construction projects over \$15,000), which requires pricing and processing of contracts totaling approximately \$24 million annually. The purchasing process involves the administration and preparation of contracts, purchase orders, and related documents pertaining to insurance requirements, bonding, and maintenance of all files related to

Finance and Internal Services Department

purchases. Also included is Central Services, which processes all internal mail for most City facilities, over one million pieces of U.S. mail annually, manages contract-printing services, provides shipping and receiving services, works with departments to update and redesign City forms.

Building and Facilities Management Division

Provides landlord responsibilities to City-leased buildings and landlord services to City occupied facilities. Division is responsible for phone services (data circuitry, voice mail, call routers), janitorial and burglar alarm services, maintenance and replacement of flooring, managing the information station volunteer program at City Hall, and booking and facilitating the use of the Council Chambers, Rotunda and Plaza. Building and Facilities Management also leases out the Eden Youth Center and Hayward Historical Society building. This division provides for ongoing maintenance to 25 City buildings, two park structures, and Portuguese Park. Maintenance includes electrical and lighting, painting, heating/ventilating/air conditioning, locksmith services, plumbing, appliance installation/repair, furniture repair/refinishing, cabinet making, and or roof repairs/replacement. Also included are repairs and inspection to fifteen City emergency generators, periodic inspection of fire sprinkler systems in City buildings, and maintenance/upkeep of four City fountains. Other responsibilities are removal of graffiti from City and commercial property through use of the Graffiti Buster, design/construction services for remodeling to City facilities, and maintenance and repair of bus shelters and the Hayward Amtrak station.

2001-03 DEPARTMENT ACCOMPLISHMENTS

1. Completed implementation of GASB 34.
2. Continued implementation of two-year Technology Work Plan with respect to Finance and Internal Services.
3. Began work on updating of the Emergency Operations Center resource list.
4. Began specifications for paperless requisition system in conjunction with financial management information system project.
5. Implemented various capital improvement projects.

2003-04 DEPARTMENT OBJECTIVES

1. Expand application of Internet based ordering to additional annual orders in cooperation with City vendors.
2. Evaluate third party platforms available for internet-based specification dissemination and bid processing.
3. Complete the Emergency Operations Center resource vendor list project.
4. Perform the 6-year testing and certification of City Hall base isolation system.

FUND: GENERAL FUND
PROGRAM MANAGER: DIR FINANCE AND INTERNAL SVCS

FUND NUMBER: 100-1700

DEPARTMENT SUMMARY BY EXPENDITURE CATEGORY

FINANCE DEPARTMENT

	2001/2002 ACTUAL	2002/2003 ADJUSTED BUDGET	2003/2004 ADOPTED BUDGET
EMPLOYEE SERVICES	2,881,737	3,153,475	3,082,849
MAINTENANCE & UTILITIES	1,556,914	1,568,380	1,489,959
SUPPLIES & SERVICES	1,433,921	736,873	759,182
CAPITAL EXPENSE	26,589	37,951	75,000
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SUBTOTAL	5,899,161	5,496,679	5,406,990
NET INTERDEPARTMENTAL	43,158-	23,506-	74,738-
	-----	-----	-----
TOTAL	5,856,003	5,473,173	5,332,252
	=====	=====	=====

**AUTHORIZED PERSONNEL
BUDGET YEAR 2003/2004**

100-GENERAL FUND

	Authorized 2001/ 2002	2002/ 2003	Adopted 2003/ 2004	Frozen 2003/ 2004
1700-FINANCE DEPARTMENT				
DIRECTOR OF FINANCE	1.00	1.00	1.00	0.00
ACCOUNTING MANAGER	1.00	1.00	1.00	0.00
PURCHASING & SERVICES MANAGER	1.00	1.00	1.00	0.00
REVENUE MANAGER	1.00	1.00	1.00	0.00
BUDGET ADMINISTRATOR	1.00	1.00	1.00	0.00
AUDITOR	1.00	1.00	1.00	0.00
SENIOR ACCOUNTANT	1.00	1.00	1.00	0.00
FACILITIES & BUILDING MANAGER	1.00	1.00	1.00	0.00
FACILITIES MAINTENANCE SUPERVISOR	1.00	1.00	1.00	0.00
ADMINISTRATIVE ANALYST I	1.00	1.00	1.00	0.00
SENIOR ACCOUNTING TECHNICIAN	4.00	4.00	4.00	0.00
COLLECTIONS OFFICER	1.00	1.00	1.00	0.00
ACCOUNTING TECHNICIAN	1.00	1.00	1.00	0.00
FACILITIES ELECTRICIAN II	1.00	1.00	1.00	0.00
FACILITIES CARPENTER II	1.00	1.00	1.00	0.00
PURCHASING ASSISTANT	1.00	1.00	1.00	0.00
FACILITIES PAINTER II	2.00	2.00	2.00	0.00
FACILITIES MECHANIC II	1.00	1.00	1.00	0.00
STOREKEEPER - EXPEDITER	1.00	1.00	1.00	0.00
FACILITIES SERVICEWORKER II	1.00	1.00	1.00	0.00
FACILITIES CARPENTER I	1.00	1.00	1.00	0.00
FACILITIES ELECTRICIAN I	1.00	1.00	1.00	0.00
ADMINISTRATIVE SECRETARY	1.00	1.00	1.00	0.00
SECRETARY	1.00	1.00	1.00	0.00
MAIL & STOCK CLERK	1.00	1.00	1.00	0.00
ADMINISTRATIVE CLERK II	1.00	1.00	0.00	1.00
SENIOR CUSTOMER ACCOUNT CLERK	1.00	1.00	1.00	0.00
SENIOR ACCOUNT CLERK	4.00	4.00	3.00	1.00
CUSTOMER ACCOUNT CLERK	3.00	3.00	3.00	0.00
ADMINISTRATIVE INTERN	0.50	0.50	0.00	0.50
 Department Totals	 38.50	 38.50	 36.00	 2.50

FUND: GENERAL FUND
PROGRAM MANAGER: DIR FINANCE AND INTERNAL SVCS

FUND NUMBER: 100-1710

DIVISION SUMMARY BY EXPENDITURE CATEGORY

FINANCE ADMINISTRATION

	2001/2002 ACTUAL	2002/2003 ADJUSTED BUDGET	2003/2004 ADOPTED BUDGET
EMPLOYEE SERVICES	451,571	682,816	515,049
MAINTENANCE & UTILITIES	1,656	1,597	1,517
SUPPLIES & SERVICES	74,863	80,554	76,712
CAPITAL EXPENSE	1,842	0	75,000
	-----	-----	-----
SUBTOTAL	529,932	764,967	668,278
NET INTERDEPARTMENTAL	57,994	36,190	37,810
	-----	-----	-----
TOTAL	587,926	801,157	706,088
	=====	=====	=====

AUTHORIZED PERSONNEL BUDGET YEAR 2003/2004

100-GENERAL FUND

1710-FINANCE ADMINISTRATION

	Authorized 2001/ 2002	2002/ 2003	Adopted 2003/ 2004	Frozen 2003/ 2004
DIRECTOR OF FINANCE	1.00	1.00	1.00	0.00
BUDGET ADMINISTRATOR	1.00	1.00	1.00	0.00
AUDITOR	1.00	1.00	1.00	0.00
ADMINISTRATIVE SECRETARY	1.00	1.00	1.00	0.00
ADMINISTRATIVE CLERK II	1.00	1.00	0.00	1.00
ADMINISTRATIVE INTERN	0.50	0.50	0.00	0.50
Division Totals	5.50	5.50	4.00	1.50

FUND: GENERAL FUND
PROGRAM MANAGER: ACCOUNTING MANAGER

FUND NUMBER: 100-1720

DIVISION SUMMARY BY EXPENDITURE CATEGORY

ACCOUNTING DIVISION

	2001/2002 ACTUAL	2002/2003 ADJUSTED BUDGET	2003/2004 ADOPTED BUDGET
EMPLOYEE SERVICES	743,022	772,380	753,178
MAINTENANCE & UTILITIES	1,984	3,134	2,977
SUPPLIES & SERVICES	67,052	76,153	75,338
CAPITAL EXPENSE	0	3,151	0
	-----	-----	-----
SUBTOTAL	812,058	854,818	831,493
NET INTERDEPARTMENTAL	16,821-	0	51,700-
	-----	-----	-----
TOTAL	795,237	854,818	779,793
	=====	=====	=====

AUTHORIZED PERSONNEL BUDGET YEAR 2003/2004

100-GENERAL FUND

1720-ACCOUNTING DIVISION

	Authorized 2001/ 2002	2002/ 2003	Adopted 2003/ 2004	Frozen 2003/ 2004
ACCOUNTING MANAGER	1.00	1.00	1.00	0.00
SENIOR ACCOUNTANT	1.00	1.00	1.00	0.00
SENIOR ACCOUNTING TECHNICIAN	3.00	3.00	3.00	0.00
ACCOUNTING TECHNICIAN	1.00	1.00	1.00	0.00
SENIOR ACCOUNT CLERK	4.00	4.00	3.00	1.00
Division Totals	10.00	10.00	9.00	1.00

FUND: GENERAL FUND
PROGRAM MANAGER: REVENUE MANAGER

FUND NUMBER: 100-1730

DIVISION SUMMARY BY EXPENDITURE CATEGORY

REVENUE DIVISION

	2001/2002 ACTUAL	2002/2003 ADJUSTED BUDGET	2003/2004 ADOPTED BUDGET
EMPLOYEE SERVICES	479,867	482,195	511,962
MAINTENANCE & UTILITIES	1,295	1,680	1,597
SUPPLIES & SERVICES	71,369	95,585	90,805
CAPITAL EXPENSE	1,841	0	0
	-----	-----	-----
SUBTOTAL	554,372	579,460	604,364
NET INTERDEPARTMENTAL	46,659-	23,506-	23,038-
	-----	-----	-----
TOTAL	507,713	555,954	581,326
	=====	=====	=====

AUTHORIZED PERSONNEL BUDGET YEAR 2003/2004

100-GENERAL FUND

1730-REVENUE DIVISION

	Authorized 2001/ 2002	2002/ 2003	Adopted 2003/ 2004	Frozen 2003/ 2004
REVENUE MANAGER	1.00	1.00	1.00	0.00
SENIOR ACCOUNTING TECHNICIAN	1.00	1.00	1.00	0.00
COLLECTIONS OFFICER	1.00	1.00	1.00	0.00
SENIOR CUSTOMER ACCOUNT CLERK	1.00	1.00	1.00	0.00
CUSTOMER ACCOUNT CLERK	3.00	3.00	3.00	0.00
Division Totals	7.00	7.00	7.00	0.00

FUND: GENERAL FUND
PROGRAM MANAGER: PURCHASING & SERVICES MGR

FUND NUMBER: 100-1740

DIVISION SUMMARY BY EXPENDITURE CATEGORY

PURCHASING DIVISION

	2001/2002 ACTUAL	2002/2003 ADJUSTED BUDGET	2003/2004 ADOPTED BUDGET
EMPLOYEE SERVICES	220,576	226,011	244,828
MAINTENANCE & UTILITIES	51,965	70,019	66,518
SUPPLIES & SERVICES	145,188	155,765	153,426
CAPITAL EXPENSE	0	0	0
	-----	-----	-----
SUBTOTAL	417,729	451,795	464,772
NET INTERDEPARTMENTAL	36,238-	36,190-	37,810-
	-----	-----	-----
TOTAL	381,491	415,605	426,962
	=====	=====	=====

AUTHORIZED PERSONNEL BUDGET YEAR 2003/2004

100-GENERAL FUND

1740-PURCHASING DIVISION

	Authorized 2001/ 2002	Authorized 2002/ 2003	Adopted 2003/ 2004	Frozen 2003/ 2004
PURCHASING & SERVICES MANAGER	1.00	1.00	1.00	0.00
PURCHASING ASSISTANT	1.00	1.00	1.00	0.00
MAIL & STOCK CLERK	1.00	1.00	1.00	0.00
Division Totals	3.00	3.00	3.00	0.00

FUND: GENERAL FUND
PROGRAM MANAGER: BUILDING & FACILITIES MGR

FUND NUMBER: 100-2650

DIVISION SUMMARY BY EXPENDITURE CATEGORY

BUILDING AND FACILITIES MGMT

	2001/2002 ACTUAL	2002/2003 ADJUSTED BUDGET	2003/2004 ADOPTED BUDGET
EMPLOYEE SERVICES	986,701	990,073	1,057,832
MAINTENANCE & UTILITIES	1,500,014	1,491,950	1,417,350
SUPPLIES & SERVICES	1,075,449	328,816	362,901
CAPITAL EXPENSE	22,906	34,800	0
	-----	-----	-----
SUBTOTAL	3,585,070	2,845,639	2,838,083
NET INTERDEPARTMENTAL	1,434-	0	0
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TOTAL	3,583,636	2,845,639	2,838,083
	=====	=====	=====

AUTHORIZED PERSONNEL BUDGET YEAR 2003/2004

100-GENERAL FUND

2650-BUILDING AND FACILITIES MGMT

	Authorized 2001/ 2002	2002/ 2003	Adopted 2003/ 2004	Frozen 2003/ 2004
FACILITIES & BUILDING MANAGER	1.00	1.00	1.00	0.00
FACILITIES MAINTENANCE SUPERVISOR	1.00	1.00	1.00	0.00
ADMINISTRATIVE ANALYST I	1.00	1.00	1.00	0.00
FACILITIES ELECTRICIAN II	1.00	1.00	1.00	0.00
FACILITIES CARPENTER II	1.00	1.00	1.00	0.00
FACILITIES PAINTER II	2.00	2.00	2.00	0.00
FACILITIES MECHANIC II	1.00	1.00	1.00	0.00
STOREKEEPER - EXPEDITER	1.00	1.00	1.00	0.00
FACILITIES SERVICEWORKER II	1.00	1.00	1.00	0.00
FACILITIES CARPENTER I	1.00	1.00	1.00	0.00
FACILITIES ELECTRICIAN I	1.00	1.00	1.00	0.00
SECRETARY	1.00	1.00	1.00	0.00
Division Totals	13.00	13.00	13.00	0.00

POLICE DEPARTMENT

OFFICE OF THE CHIEF DIVISION

- Office of the Deputy Chief
- Special Duty Unit
- Narcotics Unit
- Street Enforcement Team
- Community Crime Resistance Program
- Beat Health Program
- Crime Prevention Program
- Community Resource Centers
- Specialized Law Enforcement Services
- Downtown Bicycle Patrol
- Traffic Bureau
- Abandoned Vehicle Abatement Program
- Parking Enforcement Program
- Reserve Police Officer Program
- Police Explorer Program
- Office of Ethical Standards
- Personnel and Training Bureau
- Wellness & Injury Prevention Program
- Volunteer Program

INVESTIGATION DIVISION

- Inspector Bureau
- Domestic Violence Unit
- Property and Evidence Bureau
- Crime Scene Unit
- Public Safety Information Systems Bureau
- Crime Analysis Unit
- Youth and Family Services Bureau
- School Resource Officer Program

- Child Abuse Investigators
- Family Counseling
- DARE Program

PATROL DIVISION

- Patrol Bureau
- Special Response Unit
- Canine Unit
- Animal Services Bureau

OPERATIONS SUPPORT DIVISION

- Communications Bureau
- Jail Bureau
- Records Management Bureau

Portions of the Investigation Division and Office of the Chief Division are supported from two special revenue funds, the Citizen's Option for Public Safety Fund and Local Law Enforcement Block Grant Fund, which are located in the Special Revenue section of the budget.

Police Department

MISSION STATEMENT

The mission of the Hayward Police Department is to be responsive to the community in the delivery of quality services; to maintain order while affording dignity and respect to every individual; and to improve the quality of life through a community partnership that promotes safe and secure neighborhoods.

OFFICE OF THE CHIEF DIVISION

The Office of the Chief Division provides for overall administration and police management of the Department. The Office of the Chief Division includes the Office of the Deputy Chief, Office of Ethical Standards, and Personnel and Training Bureau. The Office of the Deputy Chief facilitates all Community Oriented Policing efforts. By orchestrating the resources of the Patrol, Investigation and Operation Support Divisions it optimizes our service to the neighborhoods. Additionally it manages the Special Duty, Street Enforcement and Narcotics/Vice Units, Crime Prevention Programs, Traffic Bureau and other specialized programs. The Office of Ethical Standards ensures impartial, thorough, and timely investigation of citizen complaints; investigates incidents of alleged misconduct discovered through internal processes; scrutinizes significant use of force incidents such as officer-involved shootings; is the custodian of records for court ordered examinations of police personnel records; and administers the concealed weapons permit process. The Personnel and Training Bureau manages Departmental recruitment, screening, hiring, affirmative action efforts, procurement of equipment, Workers' Compensation issues, employee training, the Wellness and Injury Prevention Program, physical fitness programs; and the Volunteer Program which employs qualified members of the community of all ages in support of the Department's mission.

INVESTIGATION DIVISION

The Investigation Division manages the Inspector Bureau, Domestic Violence Unit, Property and Evidence Unit, Crime Scene Unit, Public Safety Information Systems Bureau, Crime Analysis Unit, and Youth and Family Services Bureau. The Inspector Bureau investigates major crimes, apprehends and prosecutes career criminals, and serves as the primary public information source for the Department. The Domestic Violence Unit provides follow-up investigation on every serious incident of domestic violence. The Property and Evidence Unit is the custodian of physical evidence required in the prosecution of crime. As such, it ensures strict accountability and integrity in the chain of custody to ensure that it retains its maximum evidentiary value in the courtroom. Additionally, it is the repository for found property, and returns lost property to rightful owners whenever possible. The Crime Scene Unit conducts crime scene investigations, collects and analyzes physical evidence, and conducts fingerprint comparisons to identify possible suspects. The Public Safety Information Systems Bureau provides planning, integration management, technical services and training support for specialized police and fire operational systems, which include telephone, cellular telephone, radio frequency, cellular data and computer technologies. The Crime Analysis Unit supports the development of strategies for crime prevention and suppression. It provides case matching, lead generation, graphics manipulation, photo enhancement, and specialized services. The Youth and Family Services Bureau provides youth prevention, intervention, investigation, and enforcement services. Drug Abuse Resistance Education Program (DARE) instructors teach a 17-week structured curriculum to sixth grade students on the dangers of drugs, alcohol and gang affiliation.

Police Department

PATROL DIVISION

The Patrol Division is the Police Department's primary contact with the Hayward community. All aspects of the Patrol Division's operations are guided and shaped by the Department's Community Policing and Problem Solving Philosophy. The Patrol Division includes the Patrol and Animal Services Bureaus. The Patrol Bureau responds to emergency and non-emergency calls for service from the community, around the clock. The Bureau focuses on intervention and prevention of youth-related crime and violence, drug activity, and domestic violence. The Patrol Bureau manages the Special Response Unit, Canine Unit, Departmental emergency operations preparedness, and the Drivers Training, Defensive Tactics, and Firearms Range training programs. The Animal Services Bureau enforces City, state, and federal laws involving animals, animal licensing and rabies prevention. The shelter facilitates adoptions and provides assistance in resolving animal-related issues, including searches for over 2,100 lost pets every year. An active volunteer program supplements the Animal Bureau's operation.

OPERATIONS SUPPORT DIVISION

The Operations Support Division manages the Communications, Jail and Records Bureaus. The Communications Bureau provides continuous 911 and non-emergency answering services and prioritizes and dispatches appropriate police and fire response services. The Jail Bureau provides temporary detention services of all persons arrested and brought to the Department. The Records Management Bureau assists the public at the front counter; processes, distributes and maintains public record information; and processes criminal warrants, subpoenas and civil orders to meet state and local mandates.

2001-03 DEPARTMENT ACCOMPLISHMENTS

1. Developed two concept programs, "Moving Parents, Police, Adolescents, Counselors, and Community Together (MPACT) and "Gun & Violence Teens," in partnership with community based organizations.
2. Provided Peace Officer Standards & Training (POST) certified training to Department staff in Elder Abuse, Internal Affairs, First Aid/CPR, and Active Shooter.
3. Submitted and received \$435,000 in State-mandated reimbursements through the SB 90 program for Peace Officer Bill of Rights, Hayden Bill, and sex crime confidentiality mandates.
4. Presented a report on racial profiling to the City Council.
5. Completed intensified driver's training at the Alameda County Regional Police Academy's Emergency Vehicle Operation Course.
6. Organized a number of community meetings, many of them addressing ongoing problems and developed problem solving strategies.
7. Actively addressed street-level narcotics issues by focusing additional resources in areas of concern. This resulted in a significant decrease in complaints by local neighborhoods. The initial implementation of this program netted over 30 arrests, in just the first month

Police Department

alone. The Special Duty Unit, the Narcotics Bureau, and the newly formed Street-level Narcotics Unit continue to make multiple arrests.

8. POST certified the Department's defensive tactics, range training, and in-house mini-academy programs.
9. Established an Intranet system to track and disseminate information on Community Oriented Policing Service projects and other beat activity.
10. Completed the Sober Graduation Program in four high schools in Spring 2002.
11. Trained all communications operators as first responders in hostage and suicide situations.
12. Implemented a new countywide booking, identification and information system, which facilitated information sharing between all county agencies through a central repository maintained by the Alameda County Sheriff's Department.
13. Implemented the Orion Records Management System (RMS) and developed and completed a customer service and records management system training plan for Records Bureau staff.
14. Implemented the use of the LIVESCAN system for automated processing of juvenile fingerprints and arrest information.
15. Developed a regional approach and protocol for the investigation of "high tech" crimes involving the assignment of an investigator who has developed regional collaborative working relationships with both private organizations and other law enforcement agencies.
16. Conducted a ten-hour Domestic Violence training course for all Department Communication Operators.
17. Received and installed a new property management software module. Full RMS implementation/integration and data conversion/upload will be completed in October 2003.
18. Outfitted all police patrol cars and police motorcycles with removable "ruggedized" laptop computers that provide wireless connectivity to the police network and allow officers to use Intranet database and dispatch applications in the field.
19. Provided a computer access station for the Alameda County-wide Mug Shot Photo System (MUGS) booking system for juveniles and registrants.
20. Implemented portions of a new Crime Analysis plan involving communications, information dissemination and retrieval using the Department's Intranet. Data and mapping presentations became increasingly accessible at computer workstations throughout the building and by remotely using "ruggedized" laptops.
21. Expanded the third grade DARE to three additional schools in 2003, which reached a total of 13 Hayward area schools.
22. Completed an assessment of beat configurations and developed recommendations for a beat boundary restructure to provide for a more efficient response to calls for service.

Police Department

23. Improved customer service at the Animal Shelter by hiring and training new staff, partnering with outside agencies, increasing the use of the Virtual Pet Adoption Web Page and increasing volunteer involvement.

2003-04 DEPARTMENT OBJECTIVES

1. Increase the number of schools in the Harder/Tennyson area, which are working with the Department, the community, and faith based organizations, to improve conditions in south Hayward neighborhoods.
2. Increase cooperation with community-based organizations that serve domestic violence victims and families. Investigation Bureau will perform outreach to local organizations in an effort to participate in the development of new services and policies pertaining to domestic violence issues by February 2004.
3. Enhance the deployment of crime scene technicians to provide better field services and increase solvability of crimes. Incorporate new technologies for detection, collection, and preservation of crime scene evidence by February 2004.
4. Work in collaboration with the Matteucci Foundation and the Hayward Unified School District in the development and implementation of a gun awareness program. The prevention program will be directed to middle school youth addressing the violent consequences of guns by November 2003.
5. Develop and provide training to all uniformed employees on first response to critical incidents such as terrorist crimes, sniper incidents and crowd control.
6. Integrate a mapping application into the CAD system to provide the capability of directly accepting wireless 911 calls from Hayward residents by May 2004. This implementation will avoid the transfer delay associated with calls serviced by the California Highway Patrol.
7. Create a joint training program, together with neighboring local agencies, which fulfills all current Standards of Training for Corrections mandates for jailers by February 2004.
8. Initiate public safety radio system replacement study.

FUND: GENERAL FUND
PROGRAM MANAGER: POLICE CHIEF

FUND NUMBER: 100-1800

DEPARTMENT SUMMARY BY EXPENDITURE CATEGORY

POLICE DEPARTMENT

	2001/2002 ACTUAL	2002/2003 ADJUSTED BUDGET	2003/2004 ADOPTED BUDGET
EMPLOYEE SERVICES	31,307,503	32,970,647	36,219,738
MAINTENANCE & UTILITIES	630,873	597,787	632,699
SUPPLIES & SERVICES	2,910,811	3,033,938	2,789,986
CAPITAL EXPENSE	470,984	150,070	0
	-----	-----	-----
SUBTOTAL	35,320,171	36,752,442	39,642,423
NET INTERDEPARTMENTAL	230-	8,799	9,197
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TOTAL	35,319,941	36,761,241	39,651,620
	=====	=====	=====

**AUTHORIZED PERSONNEL
BUDGET YEAR 2003/2004**

100-GENERAL FUND

	Authorized		Adopted	Frozen
	2001/ 2002	2002/ 2003	2003/ 2004	2003/ 2004
1800-POLICE DEPARTMENT				
CHIEF OF POLICE	1.00	1.00	1.00	0.00
DEPUTY CHIEF OF POLICE	1.00	1.00	1.00	0.00
POLICE CAPTAIN	2.00	2.00	2.00	0.00
POLICE LIEUTENANT	9.00	10.00	10.00	0.00
YOUTH & FAMILY SERVICES MANAGER	1.00	1.00	1.00	0.00
ANIMAL SERVICES MANAGER	1.00	1.00	1.00	0.00
JAIL SUPERVISOR	1.00	1.00	1.00	0.00
COUNSELING SUPERVISOR	2.00	2.00	2.00	0.00
PROPERTY & EVIDENCE SUPERVISOR	1.00	1.00	1.00	0.00
PUBLIC SAFETY INFORMATION SYS. MGR.	1.00	1.00	1.00	0.00
POLICE SERGEANT	24.00	24.00	24.00	0.00
INSPECTOR	13.00	14.00	14.00	0.00
ADMINISTRATIVE ANALYST III	1.00	1.00	1.00	0.00
ADMINISTRATIVE ANALYST II	3.00	3.00	2.00	1.00
PROGRAMMER ANALYST	1.00	1.00	1.00	0.00
OPERATIONS SUPPORT DIRECTOR	1.00	1.00	1.00	0.00
COMMUNICATIONS SUPERVISOR	1.00	1.00	1.00	0.00
POLICE RECORDS SUPERVISOR	1.00	1.00	1.00	0.00
POLICE OFFICER	147.00	153.00	153.00	0.00
NETWORK/MICROCOMPUTER SPECIALIST	1.00	1.00	1.00	0.00
COMPUTER OPERATOR	1.00	1.00	1.00	0.00
FAMILY COUNSELOR I	7.00	7.00	7.00	0.00
SENIOR COMMUNICATIONS OPERATOR	4.00	4.00	4.00	0.00
POLICE IDENTIFICATION SPECIALIST	1.00	1.00	1.00	0.00
COMMUNICATIONS OPERATOR	14.00	14.00	14.00	0.00
SENIOR JAILER	4.00	4.00	4.00	0.00
CRIME SCENE TECHNICIAN	6.00	6.00	6.00	0.00
ADMINISTRATIVE SECRETARY	1.00	1.00	2.00	0.00
SENIOR CRIME PREVENTION SPECIALIST	1.00	1.00	1.00	0.00
CRIME PREVENTION SPECIALIST	1.00	1.00	1.00	0.00
SENIOR SECRETARY	2.00	2.00	0.00	1.00
COMMUNITY SERVICE OFFICER	32.00	32.00	31.00	1.00
SECRETARY	3.00	3.00	3.00	0.00
SENIOR POLICE RECORDS CLERK	2.00	2.00	3.00	0.00
POLICE RECORDS CLERK II	23.00	23.00	22.00	0.00
SENIOR ANIMAL CONTROL OFFICER	1.00	1.00	1.00	0.00
ANIMAL CONTROL OFFICER	2.00	2.00	2.00	0.00
SENIOR ANIMAL CARE ATTENDANT	1.00	1.00	1.00	0.00
ANIMAL CARE ATTENDANT	8.00	8.00	7.00	1.00
VOLUNTEER PROGRAM ASSISTANT	1.00	1.00	1.00	0.00
TRAFFIC SAFETY ASSISTANT	1.20	1.20	1.20	0.00
 Department Totals	 329.20	 337.20	 333.20	 4.00

DIVISION SUMMARY BY EXPENDITURE CATEGORY

OFFICE OF THE CHIEF

	2001/2002 ACTUAL	2002/2003 ADJUSTED BUDGET	2003/2004 ADOPTED BUDGET
EMPLOYEE SERVICES	5,315,289	5,864,538	6,645,518
MAINTENANCE & UTILITIES	6,253	2,481	2,357
SUPPLIES & SERVICES	895,788	824,583	771,755
CAPITAL EXPENSE	10,224	2,500	0
	-----	-----	-----
SUBTOTAL	6,227,554	6,694,102	7,419,630
NET INTERDEPARTMENTAL	104,414	0	0
	-----	-----	-----
TOTAL	6,331,968	6,694,102	7,419,630
	=====	=====	=====

AUTHORIZED PERSONNEL BUDGET YEAR 2003/2004

100-GENERAL FUND

1804-OFFICE OF THE CHIEF

	Authorized 2001/ 2002	2002/ 2003	Adopted 2003/ 2004	Frozen 2003/ 2004
CHIEF OF POLICE	1.00	1.00	1.00	0.00
DEPUTY CHIEF OF POLICE	1.00	1.00	1.00	0.00
POLICE LIEUTENANT	2.00	3.00	3.00	0.00
POLICE SERGEANT	5.00	6.00	6.00	0.00
INSPECTOR	0.00	1.00	1.00	0.00
ADMINISTRATIVE ANALYST II	2.00	2.00	1.00	1.00
POLICE OFFICER	26.00	30.00	30.00	0.00
ADMINISTRATIVE SECRETARY	1.00	1.00	2.00	0.00
SENIOR CRIME PREVENTION SPECIALIST	1.00	1.00	1.00	0.00
CRIME PREVENTION SPECIALIST	1.00	1.00	1.00	0.00
SENIOR SECRETARY	1.00	1.00	0.00	0.00
COMMUNITY SERVICE OFFICER	6.00	4.00	5.00	0.00
SECRETARY	1.00	1.00	1.00	0.00
TRAFFIC SAFETY ASSISTANT	1.20	1.20	1.20	0.00
Division Totals	49.20	54.20	54.20	1.00

DIVISION SUMMARY BY EXPENDITURE CATEGORY

INVESTIGATION DIVISION

	2001/2002 ACTUAL	2002/2003 ADJUSTED BUDGET	2003/2004 ADOPTED BUDGET
EMPLOYEE SERVICES	7,180,863	7,160,441	8,363,533
MAINTENANCE & UTILITIES	567,141	535,418	573,449
SUPPLIES & SERVICES	826,779	791,355	648,883
CAPITAL EXPENSE	111,860	17,863	0
	-----	-----	-----
SUBTOTAL	8,686,643	8,505,077	9,585,865
NET INTERDEPARTMENTAL	238,173	8,799	9,197
	-----	-----	-----
TOTAL	8,924,816	8,513,876	9,595,062
	=====	=====	=====

AUTHORIZED PERSONNEL BUDGET YEAR 2003/2004

100-GENERAL FUND

1801-INVESTIGATION DIVISION

	Authorized 2001/ 2002	2002/ 2003	Adopted 2003/ 2004	Frozen 2003/ 2004
POLICE CAPTAIN	1.00	1.00	1.00	0.00
POLICE LIEUTENANT	1.00	1.00	1.00	0.00
YOUTH & FAMILY SERVICES MANAGER	1.00	1.00	1.00	0.00
COUNSELING SUPERVISOR	2.00	2.00	2.00	0.00
PROPERTY & EVIDENCE SUPERVISOR	1.00	1.00	1.00	0.00
PUBLIC SAFETY INFORMATION SYS. MGR.	1.00	1.00	1.00	0.00
POLICE SERGEANT	4.00	4.00	4.00	0.00
INSPECTOR	13.00	13.00	13.00	0.00
ADMINISTRATIVE ANALYST III	1.00	1.00	1.00	0.00
ADMINISTRATIVE ANALYST II	1.00	1.00	1.00	0.00
PROGRAMMER ANALYST	1.00	1.00	1.00	0.00
POLICE OFFICER	21.00	25.00	25.00	0.00
NETWORK/MICROCOMPUTER SPECIALIST	1.00	1.00	1.00	0.00
COMPUTER OPERATOR	1.00	1.00	1.00	0.00
FAMILY COUNSELOR I	7.00	7.00	7.00	0.00
POLICE IDENTIFICATION SPECIALIST	1.00	1.00	1.00	0.00
CRIME SCENE TECHNICIAN	6.00	6.00	6.00	0.00
SENIOR SECRETARY	1.00	1.00	0.00	1.00
COMMUNITY SERVICE OFFICER	4.00	4.00	3.00	1.00
POLICE RECORDS CLERK II	5.00	5.00	5.00	0.00

Division Totals	74.00	78.00	76.00	2.00
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DIVISION SUMMARY BY EXPENDITURE CATEGORY

PATROL DIVISION

	2001/2002 ACTUAL	2002/2003 ADJUSTED BUDGET	2003/2004 ADOPTED BUDGET
EMPLOYEE SERVICES	14,808,115	15,984,346	16,934,787
MAINTENANCE & UTILITIES	12,451	13,535	12,858
SUPPLIES & SERVICES	970,129	1,208,159	1,157,579
CAPITAL EXPENSE	316,000	16,000	0
	-----	-----	-----
SUBTOTAL	16,106,695	17,222,040	18,105,224
NET INTERDEPARTMENTAL	325,085-	0	0
	-----	-----	-----
TOTAL	15,781,610	17,222,040	18,105,224
	=====	=====	=====

AUTHORIZED PERSONNEL BUDGET YEAR 2003/2004

100-GENERAL FUND

1802-PATROL DIVISION

	Authorized 2001/ 2002	2002/ 2003	Adopted 2003/ 2004	Frozen 2003/ 2004
POLICE CAPTAIN	1.00	1.00	1.00	0.00
POLICE LIEUTENANT	6.00	6.00	6.00	0.00
ANIMAL SERVICES MANAGER	1.00	1.00	1.00	0.00
POLICE SERGEANT	15.00	14.00	14.00	0.00
POLICE OFFICER	100.00	98.00	98.00	0.00
COMMUNITY SERVICE OFFICER	8.00	10.00	9.00	0.00
SECRETARY	1.00	1.00	1.00	0.00
SENIOR POLICE RECORDS CLERK	0.00	0.00	1.00	0.00
POLICE RECORDS CLERK II	3.00	3.00	2.00	0.00
SENIOR ANIMAL CONTROL OFFICER	1.00	1.00	1.00	0.00
ANIMAL CONTROL OFFICER	2.00	2.00	2.00	0.00
SENIOR ANIMAL CARE ATTENDANT	1.00	1.00	1.00	0.00
ANIMAL CARE ATTENDANT	8.00	8.00	7.00	1.00
VOLUNTEER PROGRAM ASSISTANT	1.00	1.00	1.00	0.00
Division Totals	148.00	147.00	145.00	1.00

FUND: GENERAL FUND
PROGRAM MANAGER: OPERATIONS SUPPORT MGR

FUND NUMBER: 100-1805

DIVISION SUMMARY BY EXPENDITURE CATEGORY

OPERATIONS SUPPORT

	2001/2002 ACTUAL	2002/2003 ADJUSTED BUDGET	2003/2004 ADOPTED BUDGET
EMPLOYEE SERVICES	4,003,236	3,961,322	4,275,900
MAINTENANCE & UTILITIES	45,028	46,353	44,035
SUPPLIES & SERVICES	218,115	209,841	211,769
CAPITAL EXPENSE	32,900	113,707	0
	-----	-----	-----
SUBTOTAL	4,299,279	4,331,223	4,531,704
NET INTERDEPARTMENTAL	17,732-	0	0
	-----	-----	-----
TOTAL	4,281,547	4,331,223	4,531,704
	=====	=====	=====

AUTHORIZED PERSONNEL BUDGET YEAR 2003/2004

100-GENERAL FUND

	Authorized 2001/ 2002	Authorized 2002/ 2003	Adopted 2003/ 2004	Frozen 2003/ 2004
1805-OPERATIONS SUPPORT				
JAIL SUPERVISOR	1.00	1.00	1.00	0.00
OPERATIONS SUPPORT DIRECTOR	1.00	1.00	1.00	0.00
COMMUNICATIONS SUPERVISOR	1.00	1.00	1.00	0.00
POLICE RECORDS SUPERVISOR	1.00	1.00	1.00	0.00
SENIOR COMMUNICATIONS OPERATOR	4.00	4.00	4.00	0.00
COMMUNICATIONS OPERATOR	14.00	14.00	14.00	0.00
SENIOR JAILER	4.00	4.00	4.00	0.00
COMMUNITY SERVICE OFFICER	14.00	14.00	14.00	0.00
SECRETARY	1.00	1.00	1.00	0.00
SENIOR POLICE RECORDS CLERK	2.00	2.00	2.00	0.00
POLICE RECORDS CLERK II	15.00	15.00	15.00	0.00
Division Totals	58.00	58.00	58.00	0.00

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FIRE DEPARTMENT

FIRE ADMINISTRATION

- Department Management
- Administrative Support
- Planning and Analysis

SUPPORT SERVICES

- Disaster Preparedness
- Fire Prevention
- Hazardous Materials Regulation
- Fire Plan Checking
- Arson Investigation
- Hazardous Materials Facilities Inspection

FIRE OPERATIONS

- Rescue
- Fire Suppression
- Fire Company Inspection
- Disaster Response
- Emergency Medical Services

Fire Department

MISSION STATEMENT

The mission of the Hayward Fire Department is to prevent or minimize the loss of life and property due to natural and man-made emergencies and disasters, and to provide essential non-emergency services.

Administrative Division

The Administration Division provides direction, leadership, administrative support, financial oversight and clerical services for the Fire Department. Administration coordinates programs and service delivery with other City departments and jurisdictions, and analyzes and plans for the Department's long-range needs including disaster planning. The Fire Chief serves as the chair of the Hayward Disaster Council. The Division also administers the Fairview Fire Protection District (FFPD) agreement, with the Hayward Fire Chief serving as the FFPD Fire Chief.

Support Services Division

The Support Services Division includes Training, Emergency Medical Services (EMS), Fire Prevention and Hazardous Materials programs. These programs are designed to protect life and property through prevention, preparedness, and inspection activities.

Fire Prevention enforces the Uniform Fire Code and applicable State and federal codes and standards for the purpose of preventing fires. This includes enforcing the use of approved building fire protection devices, regulating storage and use of hazardous materials and operations; maintaining warning devices, fire extinguishing equipment, and building exit systems, as well as investigating the cause, origin, and circumstances of fires.

Hazardous Materials regulates the storage and use of hazardous materials in above ground facilities and underground storage tanks. This includes plan checks and the inspection of new hazardous materials facilities; hazardous operations and soils and groundwater contamination cleanups, as well as routine oversight of hazardous materials facilities. Staff also develops, coordinates, and delivers hazardous materials related training and enforces the City's Hazardous Waste Minimization Ordinance to reduce the proliferation of hazardous waste generated by Hayward's industrial and commercial establishments. Staff works with industrial facilities to develop risk management prevention programs for their acutely hazardous materials processes and storage.

The Training Division ensures that mandated training requirements are met, and assists with the entry level firefighter testing process and promotional examinations.

The EMS Program oversees the timely and efficient delivery of Fire Department provided EMS to patients throughout Hayward.

Operations Division

The Operations Division provides the community with a broad range of emergency services to protect life and property from fire, explosion, hazardous materials, accidents, emergency medical incidents, and disasters. These services include firefighting, rescue response, and the Advanced Life Support (ALS) delivery system with Firefighter-Paramedics. In addition,

Fire Department

Operations Division staff conducts Fire Code compliance inspections and provides public education.

The Operations Division is divided into three separate organizational units referred to as battalions. Battalions are further divided into firefighting teams called Fire Companies. A Fire Company assigned to a pumping engine is referred to as an Engine Company, while a Fire Company assigned to a ladder truck is referred to as a Truck Company.

2001-03 DEPARTMENT ACCOMPLISHMENTS

1. Completed Fire Safety Program and made it available to third grade classes in all public and private schools in Hayward and Fairview.
2. Received State Fire Marshal approval to offer Firefighter I certification.
3. Received certification by the State to offer Emergency Medical Technician certification.
4. Completed specifications for new fire engines and truck, and the vehicles were delivered during fiscal year 2002-03.
5. Conducted Recruit Academy in 2001.
6. Began developing Video Conference Training program, and it is expected to be on line by fiscal year 2003-04.
7. Upgraded network connections with personal computers and associated hardware in each firehouse including wireless access points.

2003-04 DEPARTMENT OBJECTIVES

1. Implement an in-house training program for Fire Prevention staff to elevate expertise and provide uniform training to Inspectors and supervisors as a group.
2. Implement Telestaff software to facilitate daily scheduling for all Department personnel, and create electronic timecards.
3. Prepare for tri-annual audit by State Environmental Protection Agency of our Hazardous Materials Program as a Certified Unified Program Agency (CUPA) for regulation of hazardous materials in the City.
4. Replace Fire Records Management System as outlined in the two year Technology Plan.
5. Conduct a Recruit Academy for Firefighter-Paramedics starting January 2004.
6. Conduct an Emergency Operation Drill by second quarter of fiscal year.

DEPARTMENT SUMMARY BY EXPENDITURE CATEGORY

FIRE DEPARTMENT

	2001/2002 ACTUAL	2002/2003 ADJUSTED BUDGET	2003/2004 ADOPTED BUDGET
EMPLOYEE SERVICES	17,949,063	17,392,558	19,641,276
MAINTENANCE & UTILITIES	129,795	110,736	105,199
SUPPLIES & SERVICES	1,108,829	1,158,567	1,122,915
CAPITAL EXPENSE	75,428	101,025	0
	-----	-----	-----
SUBTOTAL	19,263,115	18,762,886	20,869,390
NET INTERDEPARTMENTAL	713-	14,929-	15,327-
	-----	-----	-----
TOTAL	19,262,402 =====	18,747,957 =====	20,854,063 =====

AUTHORIZED PERSONNEL BUDGET YEAR 2003/2004

100-GENERAL FUND

1900-FIRE DEPARTMENT

	Authorized 2001/ 2002	2002/ 2003	Adopted 2003/ 2004	Frozen 2003/ 2004
FIRE CHIEF	1.00	1.00	1.00	0.00
FIRE MARSHALL (40 HR)	1.00	1.00	1.00	0.00
DEPUTY FIRE CHIEF (40 HR)	2.00	2.00	2.00	0.00
BATTALION CHIEF-SPECIAL ASSIGN (40 HR)	1.00	1.00	1.00	0.00
EMERGENCY MEDICAL SERVICES COORD.	1.00	1.00	1.00	0.00
BATTALION CHIEF (56 HR)	3.00	3.00	3.00	0.00
STAFF FIRE CAPTAIN (40 HR)	4.00	4.00	4.00	0.00
FIRE CAPTAIN (56 HR)	33.00	33.00	33.00	0.00
APPARATUS OPERATOR (56 HR)	33.00	33.00	33.00	0.00
FIREFIGHTER (56 HR)	52.00	52.00	52.00	0.00
HAZARDOUS MATERIALS PROGRAM COORDINATOR	1.00	1.00	1.00	0.00
ENVIRONMENTAL SPECIALIST	1.00	1.00	1.00	0.00
HAZARDOUS MATERIALS INVESTIGATOR	2.00	2.00	2.00	0.00
FIRE PREVENTION INSP. (40 HR)	4.00	4.00	4.00	0.00
ADMINISTRATIVE ANALYST II	1.00	1.00	1.00	0.00
ADMINISTRATIVE SECRETARY	1.00	1.00	1.00	0.00
SENIOR SECRETARY	1.00	1.00	1.00	0.00
SECRETARY	1.00	1.00	1.00	0.00
PERMIT TECHNICIAN	1.00	1.00	1.00	0.00
ADMINISTRATIVE CLERK II	2.00	2.00	2.00	0.00
MAIL CLERK	1.00	1.00	1.00	0.00

Department Totals 147.00 147.00 147.00 0.00

FUND: GENERAL FUND
PROGRAM MANAGER: FIRE CHIEF

FUND NUMBER: 100-1910

DIVISION SUMMARY BY EXPENDITURE CATEGORY

ADMINISTRATION DIVISION

	2001/2002 ACTUAL	2002/2003 ADJUSTED BUDGET	2003/2004 ADOPTED BUDGET
EMPLOYEE SERVICES	425,840	677,498	514,716
MAINTENANCE & UTILITIES	6,729	0	0
SUPPLIES & SERVICES	31,279	28,702	32,570
CAPITAL EXPENSE	0	0	0
	-----	-----	-----
SUBTOTAL	463,848	706,200	547,286
NET INTERDEPARTMENTAL	0	0	0
	-----	-----	-----
TOTAL	463,848	706,200	547,286
	=====	=====	=====

AUTHORIZED PERSONNEL BUDGET YEAR 2003/2004

100-GENERAL FUND

1910-ADMINISTRATION DIVISION

	Authorized 2001/ 2002	2002/ 2003	Adopted 2003/ 2004	Frozen 2003/ 2004
FIRE CHIEF	1.00	1.00	1.00	0.00
ADMINISTRATIVE ANALYST II	1.00	1.00	1.00	0.00
ADMINISTRATIVE SECRETARY	1.00	1.00	1.00	0.00
SECRETARY	1.00	1.00	1.00	0.00
Division Totals	4.00	4.00	4.00	0.00

FUND: GENERAL FUND
PROGRAM MANAGER: DEPUTY FIRE CHIEF

FUND NUMBER: 100-1920

DIVISION SUMMARY BY EXPENDITURE CATEGORY

SUPPORT SERVICES DIVISION

	2001/2002 ACTUAL	2002/2003 ADJUSTED BUDGET	2003/2004 ADOPTED BUDGET
EMPLOYEE SERVICES	1,852,878	1,776,218	2,029,617
MAINTENANCE & UTILITIES	934	0	0
SUPPLIES & SERVICES	133,166	139,868	130,569
CAPITAL EXPENSE	2,832	12,400	0
	-----	-----	-----
SUBTOTAL	1,989,810	1,928,486	2,160,186
NET INTERDEPARTMENTAL	337	0	0
	-----	-----	-----
TOTAL	1,990,147	1,928,486	2,160,186
	=====	=====	=====

AUTHORIZED PERSONNEL BUDGET YEAR 2003/2004

100-GENERAL FUND

	Authorized 2001/ 2002	2002/ 2003	Adopted 2003/ 2004	Frozen 2003/ 2004
1920-SUPPORT SERVICES DIVISION				
FIRE MARSHALL (40 HR)	1.00	1.00	1.00	0.00
DEPUTY FIRE CHIEF (40 HR)	1.00	1.00	1.00	0.00
STAFF FIRE CAPTAIN (40 HR)	3.00	3.00	3.00	0.00
HAZARDOUS MATERIALS PROGRAM COORDINATOR	1.00	1.00	1.00	0.00
ENVIRONMENTAL SPECIALIST	1.00	1.00	1.00	0.00
HAZARDOUS MATERIALS INVESTIGATOR	2.00	2.00	2.00	0.00
FIRE PREVENTION INSP. (40 HR)	4.00	4.00	4.00	0.00
SENIOR SECRETARY	1.00	1.00	1.00	0.00
PERMIT TECHNICIAN	1.00	1.00	1.00	0.00
ADMINISTRATIVE CLERK II	1.00	1.00	1.00	0.00
Division Totals	16.00	16.00	16.00	0.00

FUND: GENERAL FUND
PROGRAM MANAGER: DEPUTY FIRE CHIEF

FUND NUMBER: 100-1930

DIVISION SUMMARY BY EXPENDITURE CATEGORY

OPERATIONS DIVISION

	2001/2002 ACTUAL	2002/2003 ADJUSTED BUDGET	2003/2004 ADOPTED BUDGET
EMPLOYEE SERVICES	15,670,345	14,938,842	17,096,943
MAINTENANCE & UTILITIES	122,132	110,736	105,199
SUPPLIES & SERVICES	944,384	989,997	959,776
CAPITAL EXPENSE	72,596	88,625	0
	-----	-----	-----
SUBTOTAL	16,809,457	16,128,200	18,161,918
NET INTERDEPARTMENTAL	1,050-	14,929-	15,327-
	-----	-----	-----
TOTAL	16,808,407	16,113,271	18,146,591
	=====	=====	=====

AUTHORIZED PERSONNEL BUDGET YEAR 2003/2004

100-GENERAL FUND

	Authorized 2001/ 2002	2002/ 2003	Adopted 2003/ 2004	Frozen 2003/ 2004
1930-OPERATIONS DIVISION				
DEPUTY FIRE CHIEF (40 HR)	1.00	1.00	1.00	0.00
BATTALION CHIEF-SPECIAL ASSIGN (40 HR)	1.00	1.00	1.00	0.00
EMERGENCY MEDICAL SERVICES COORD.	1.00	1.00	1.00	0.00
BATTALION CHIEF (56 HR)	3.00	3.00	3.00	0.00
STAFF FIRE CAPTAIN (40 HR)	1.00	1.00	1.00	0.00
FIRE CAPTAIN (56 HR)	33.00	33.00	33.00	0.00
APPARATUS OPERATOR (56 HR)	33.00	33.00	33.00	0.00
FIREFIGHTER (56 HR)	52.00	52.00	52.00	0.00
ADMINISTRATIVE CLERK II	1.00	1.00	1.00	0.00
MAIL CLERK	1.00	1.00	1.00	0.00
Division Totals	127.00	127.00	127.00	0.00

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PUBLIC WORKS DEPARTMENT

ADMINISTRATION

- Department Management
- Technical Assistance

ENGINEERING & TRANSPORTATION

- Engineering Design
- Construction Management
- Traffic Operations
- Street Lighting
- Transportation Planning
- Development Review
- Property Management

STREET MAINTENANCE

- Street/Sidewalk Maintenance
- Striping, Curb, and Legend Painting
- Street Signage
- Dead-end Barricade Maintenance

LANDSCAPE MAINTENANCE

- Landscape Maintenance
- Tree Trimming/Removal/
Replacement and Root Pruning
- Weed Control on Improved Public
Property

Only the four divisions supported by the General Fund are contained in this section of the budget. The Public Works non-General Fund programs are detailed in the special revenue and enterprise fund sections of the document.

Public Works Department

MISSION STATEMENT

The mission of the Public Works Department is to plan, construct, and maintain Hayward's public infrastructure facilities, to provide for the safety and well-being of its citizens by regulating the construction of land-related improvements, to preserve its environmental and cultural assets, to regulate its disposition of solid waste, and to assist in the planning of its orderly growth and development.

Administration Division

Public Works Administration provides support services required by all the Department's entities and programs. These include four General Fund divisions: Administration, Engineering and Transportation, Street Maintenance, and Landscape Maintenance. Also included are three utility enterprises (the Water System, the Wastewater System, and the Stormwater System), the Executive Airport, preparation and implementation of the City's Capital Improvement Program, and management of the City's Recycling Program in the Recycling (special revenue) Fund.

Engineering and Transportation Division

The Engineering and Transportation Division is organized into three sections: Administration, Design and Construction Services, and Transportation and Development Services. This Division provides engineering and transportation support to the City operating departments and divisions and for implementation of the City's Capital Improvement Program (CIP).

The Design and Construction Services Section implements and processes the projects identified in the Capital Improvement Program.

The Transportation and Development Services Section provides traffic control, transportation planning and development services support, including surveys, and administers the streetlight program.

Landscape Maintenance Division

The Landscape Maintenance Division includes a Landscape Maintenance Program, a Tree Maintenance Program and a Landscape Water Conservation Program. This program maintains the landscaping in street medians, the City Hall Plaza, the Main Library Plaza, the downtown area, park developments adjacent to streets, and other City-owned properties. The work includes weed control, pruning, mowing, planting, fertilization, and debris removal. Another function is administering landscape contracts for eight Landscape Assessment Districts associated with private developments. The Tree Program maintains approximately 30,000 City street trees. The tree work includes inspection, trimming, removal, root pruning and replanting. The focus is to maintain trees in a healthy and safe condition. The Landscape Water Conservation Program is described in the Water Maintenance and Operations Fund.

Street Maintenance Division

The Street Maintenance Division maintains 266 miles of streets and sidewalks using City crews and contractors. The Division also provides support to special projects and programs that are managed by other departments. Work performed includes deep lift street repairs, crack sealing, patching potholes, sidewalk and street cleaning, asphaltic concrete patching of sidewalks damaged by City tree roots, leaf pickup, repairs to barricades and fences, special projects, and response to service calls. Seasonal projects include pickup and recycling of leaves and disposing of asphalt rubble for recycling into usable aggregates. Street

Public Works Department

Maintenance crews also maintain, install, and remove striping, legend, and curb painting, sign fabrication and right-of-way. Other duties are detailed in the Stormwater Management and Urban Runoff Control Program, in the Enterprise Funds section of the budget.

Solid Waste Program

The Solid Waste Program oversees the City's solid waste disposal contract with Waste Management, Inc. Another component of this program is the City's Recycling Program, which is located in the Special Revenue section of the budget.

2001-03 DEPARTMENT ACCOMPLISHMENTS

1. Awarded contract to evaluate industrial assessment district in March 2002. Completion delayed until updated City traffic model is delivered by another consultant and evaluated as to impact on the Industrial Assessment District.
2. Completed Renovation and Expansion of Weekes Branch Library. Grand opening was held on September 29, 2001.
3. Provided oversight for the \$38.5 million of projects contained in the CIP budget during 2001-02.
4. Completed expanded Pavement Rehabilitation Program.
5. Completed Harder Road Grade Crossing project.
6. Provided oversight for the \$46.8 million of projects contained in the CIP budget during 2002-03.
7. Participated in events as requested in support of the Harder Tennyson Neighborhood Partnership Program. Began trimming all trees in the Focus area.
8. Conducted the seventeenth annual Arbor Day celebration at Shafer Park and Shafer Park School on May 16, 2002. At the celebration the City was presented with it's sixteenth Tree City USA Award.
9. Conducted the eighteenth annual Arbor Day celebration at Glassbrook Elementary School in the spring of 2003. At the celebration the City was presented with its seventeenth Tree City USA Award.
10. Maintained striping and painting service level.

2003-04 DEPARTMENT OBJECTIVES

1. Manage the consultant contract for the Project Study Report on the 238 Corridor Improvement Project.
2. Oversee implementation of the 2003-04 Capital Improvement Program.
3. Conduct nineteenth annual Arbor Day celebration.

FUND: GENERAL FUND
PROGRAM MANAGER: DIRECTOR OF PUBLIC WORKS

FUND NUMBER: 100-2000

DEPARTMENT SUMMARY BY EXPENDITURE CATEGORY

PUBLIC WORKS DEPARTMENT

	2001/2002 ACTUAL	2002/2003 ADJUSTED BUDGET	2003/2004 ADOPTED BUDGET
EMPLOYEE SERVICES	6,363,928	6,911,360	7,320,308
MAINTENANCE & UTILITIES	1,392,548	1,406,548	1,304,865
SUPPLIES & SERVICES	697,713	931,558	880,495
CAPITAL EXPENSE	74,000	0	0
	-----	-----	-----
SUBTOTAL	8,528,189	9,249,466	9,505,668
NET INTERDEPARTMENTAL	2,604,041-	2,403,493-	2,621,844-
	-----	-----	-----
TOTAL	5,924,148 =====	6,845,973 =====	6,883,824 =====

**AUTHORIZED PERSONNEL
BUDGET YEAR 2003/2004**

100-GENERAL FUND

	Authorized		Adopted	Frozen
	2001/ 2002	2002/ 2003	2003/ 2004	2003/ 2004
2000-PUBLIC WORKS DEPARTMENT				
DIRECTOR OF PUBLIC WORKS	1.00	1.00	1.00	0.00
DEPUTY DIRECTOR OF PUBLIC WORKS	1.00	1.00	1.00	0.00
TRANSPORTATION/DEVELOPMENT MGR.	1.00	1.00	1.00	0.00
STREETS MAINTENANCE MANAGER	1.00	1.00	1.00	0.00
DESIGN & CONSTRUCTION SERVICES MGR	1.00	1.00	1.00	0.00
LANDSCAPE MAINTENANCE MANAGER	1.00	1.00	1.00	0.00
SUPERVISING CONSTRUCTION INSPECTOR	1.00	1.00	1.00	0.00
SENIOR TRANSPORTATION PLANNER	1.00	1.00	1.00	0.00
STREETS MAINTENANCE SUPERVISOR	1.00	1.00	1.00	0.00
LANDSCAPE MAINTENANCE SUPERVISOR	1.00	1.00	1.00	0.00
ADMINISTRATIVE ANALYST II	2.00	2.00	2.00	0.00
ASSIST CIVIL ENGINEER	5.00	5.00	5.00	0.00
ASSISTANT TRANSPORTATION ENGR	1.00	1.00	1.00	0.00
ASSOC CIVIL ENGINEER	5.00	5.00	4.00	1.00
ASSOC TRANSPORTATION ENGINEER	2.00	2.00	2.00	0.00
SENIOR CIVIL ENGINEER	0.00	1.00	1.00	0.00
ASSOCIATE TRANSPORTATION PLANNER	1.00	1.00	1.00	0.00
REAL PROPERTY ASSOCIATE	1.00	1.00	1.00	0.00
CONSTRUCTION INSPECTOR	8.00	8.00	8.00	0.00
ENGINEERING TECHNICIAN	5.00	5.00	5.00	0.00
SURVEY ENGINEER	1.00	1.00	1.00	0.00
SURVEYOR	2.00	2.00	2.00	0.00
SENIOR MAINTENANCE LEADER	1.00	1.00	1.00	0.00
MAINTENANCE LEADER	3.00	3.00	3.00	0.00
TREE TRIMMER	4.00	4.00	3.00	1.00
GROUNDSKEEPER III	1.00	1.00	1.00	0.00
GROUNDSKEEPER II	1.00	1.00	1.00	0.00
GROUNDSKEEPER I	15.00	16.00	16.00	0.00
MAINTENANCE WORKER	9.00	6.00	6.00	0.00
ADMINISTRATIVE SECRETARY	1.00	1.00	1.00	0.00
SENIOR SECRETARY	4.00	4.00	4.00	0.00
SECRETARY	1.00	1.00	1.00	0.00
ADMINISTRATIVE CLERK II	1.00	1.00	1.00	0.00
LABORER	0.00	3.00	3.00	0.00
ADMINISTRATIVE INTERN	0.75	0.75	0.75	0.00
 Department Totals	 84.75	 86.75	 84.75	 2.00

FUND: GENERAL FUND
PROGRAM MANAGER: DIRECTOR OF PUBLIC WORKS

FUND NUMBER: 100-2011

DIVISION SUMMARY BY EXPENDITURE CATEGORY

ADMINISTRATION DIVISION

	2001/2002 ACTUAL	2002/2003 ADJUSTED BUDGET	2003/2004 ADOPTED BUDGET
EMPLOYEE SERVICES	333,975	381,968	451,417
MAINTENANCE & UTILITIES	779	1,060	1,007
SUPPLIES & SERVICES	6,482	9,308	8,868
CAPITAL EXPENSE	0	0	0
	-----	-----	-----
SUBTOTAL	341,236	392,336	461,292
NET INTERDEPARTMENTAL	238,168-	241,414-	254,217-
	-----	-----	-----
TOTAL	103,068	150,922	207,075
	=====	=====	=====

AUTHORIZED PERSONNEL BUDGET YEAR 2003/2004

100-GENERAL FUND

2011-ADMINISTRATION DIVISION

	Authorized 2001/ 2002	2002/ 2003	Adopted 2003/ 2004	Frozen 2003/ 2004
DIRECTOR OF PUBLIC WORKS	1.00	1.00	1.00	0.00
ADMINISTRATIVE ANALYST II	1.00	1.00	1.00	0.00
ADMINISTRATIVE SECRETARY	1.00	1.00	1.00	0.00
ADMINISTRATIVE INTERN	0.75	0.75	0.75	0.00
Division Totals	3.75	3.75	3.75	0.00

DIVISION SUMMARY BY EXPENDITURE CATEGORY

ENGINEERING/TRANSPORTATION DIV

	2001/2002 ACTUAL	2002/2003 ADJUSTED BUDGET	2003/2004 ADOPTED BUDGET
EMPLOYEE SERVICES	3,335,056	3,584,013	3,837,336
MAINTENANCE & UTILITIES	1,139,851	1,125,402	1,037,779
SUPPLIES & SERVICES	137,988	181,931	129,943
CAPITAL EXPENSE	2,402	0	0
	-----	-----	-----
SUBTOTAL	4,615,297	4,891,346	5,005,058
NET INTERDEPARTMENTAL	1,792,712-	1,758,866-	1,819,990-
	-----	-----	-----
TOTAL	2,822,585	3,132,480	3,185,068
	=====	=====	=====

AUTHORIZED PERSONNEL BUDGET YEAR 2003/2004

100-GENERAL FUND

2100-ENGINEERING/TRANSPORTATION DIV

	Authorized 2001/ 2002	2002/ 2003	Adopted 2003/ 2004	Frozen 2003/ 2004
DEPUTY DIRECTOR OF PUBLIC WORKS	1.00	1.00	1.00	0.00
TRANSPORTATION/DEVELOPMENT MGR.	1.00	1.00	1.00	0.00
DESIGN & CONSTRUCTION SERVICES MGR	1.00	1.00	1.00	0.00
SUPERVISING CONSTRUCTION INSPECTOR	1.00	1.00	1.00	0.00
SENIOR TRANSPORTATION PLANNER	1.00	1.00	1.00	0.00
ADMINISTRATIVE ANALYST II	1.00	1.00	1.00	0.00
ASSIST CIVIL ENGINEER	5.00	5.00	5.00	0.00
ASSISTANT TRANSPORTATION ENGR	1.00	1.00	1.00	0.00
ASSOC CIVIL ENGINEER	5.00	5.00	4.00	1.00
ASSOC TRANSPORTATION ENGINEER	2.00	2.00	2.00	0.00
SENIOR CIVIL ENGINEER	0.00	1.00	1.00	0.00
ASSOCIATE TRANSPORTATION PLANNER	1.00	1.00	1.00	0.00
REAL PROPERTY ASSOCIATE	1.00	1.00	1.00	0.00
CONSTRUCTION INSPECTOR	8.00	8.00	8.00	0.00
ENGINEERING TECHNICIAN	5.00	5.00	5.00	0.00
SURVEY ENGINEER	1.00	1.00	1.00	0.00
SURVEYOR	2.00	2.00	2.00	0.00
SENIOR SECRETARY	2.00	2.00	2.00	0.00
SECRETARY	1.00	1.00	1.00	0.00
ADMINISTRATIVE CLERK II	1.00	1.00	1.00	0.00
Division Totals	41.00	42.00	41.00	1.00

FUND: GENERAL FUND
PROGRAM MANAGER: LANDSCAPE MAINT MGR

FUND NUMBER: 100-2300

DIVISION SUMMARY BY EXPENDITURE CATEGORY

LANDSCAPE MAINTENANCE DIVISION

	2001/2002 ACTUAL	2002/2003 ADJUSTED BUDGET	2003/2004 ADOPTED BUDGET
EMPLOYEE SERVICES	1,568,132	1,741,058	1,716,648
MAINTENANCE & UTILITIES	195,394	210,012	199,511
SUPPLIES & SERVICES	276,254	352,055	341,997
CAPITAL EXPENSE	67,287	0	0
	-----	-----	-----
SUBTOTAL	2,107,067	2,303,125	2,258,156
NET INTERDEPARTMENTAL	90,260-	4,930-	94,691-
	-----	-----	-----
TOTAL	2.016.807	2.298.195	2.163.465

AUTHORIZED PERSONNEL BUDGET YEAR 2003/2004

100-GENERAL FUND

	Authorized 2001/ 2002	2002/ 2003	Adopted 2003/ 2004	Frozen 2003/ 2004
2300-LANDSCAPE MAINTENANCE DIVISION				
LANDSCAPE MAINTENANCE MANAGER	1.00	1.00	1.00	0.00
LANDSCAPE MAINTENANCE SUPERVISOR	1.00	1.00	1.00	0.00
TREE TRIMMER	4.00	4.00	3.00	1.00
GROUNDSKEEPER III	1.00	1.00	1.00	0.00
GROUNDSKEEPER II	1.00	1.00	1.00	0.00
GROUNDSKEEPER I	15.00	16.00	16.00	0.00
SENIOR SECRETARY	1.00	1.00	1.00	0.00
Division Totals	24.00	25.00	24.00	1.00

FUND: GENERAL FUND
PROGRAM MANAGER: STREETS MAINTENANCE MANAGER

FUND NUMBER: 100-2400

DIVISION SUMMARY BY EXPENDITURE CATEGORY

STREET MAINTENANCE DIVISION

	2001/2002 ACTUAL	2002/2003 ADJUSTED BUDGET	2003/2004 ADOPTED BUDGET
EMPLOYEE SERVICES	1,126,765	1,204,321	1,314,907
MAINTENANCE & UTILITIES	56,524	69,974	66,473
SUPPLIES & SERVICES	276,768	367,884	353,921
CAPITAL EXPENSE	4,311	0	0
	-----	-----	-----
SUBTOTAL	1,464,368	1,642,179	1,735,301
NET INTERDEPARTMENTAL	499,278-	415,009-	470,425-
	-----	-----	-----
TOTAL	965,090	1,227,170	1,264,876
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AUTHORIZED PERSONNEL BUDGET YEAR 2003/2004

100-GENERAL FUND

2400-STREET MAINTENANCE DIVISION

	Authorized 2001/ 2002	2002/ 2003	Adopted 2003/ 2004	Frozen 2003/ 2004
STREETS MAINTENANCE MANAGER	1.00	1.00	1.00	0.00
STREETS MAINTENANCE SUPERVISOR	1.00	1.00	1.00	0.00
SENIOR MAINTENANCE LEADER	1.00	1.00	1.00	0.00
MAINTENANCE LEADER	3.00	3.00	3.00	0.00
MAINTENANCE WORKER	9.00	6.00	6.00	0.00
SENIOR SECRETARY	1.00	1.00	1.00	0.00
LABORER	0.00	3.00	3.00	0.00
Division Totals	16.00	16.00	16.00	0.00

FUND: GENERAL FUND
DEPARTMENT: PUBLIC WORKS DEPARTMENT
PROGRAM MANAGER: SOLID WASTE MANAGER

FUND NUMBER: 100-4632

ACTIVITY SUMMARY BY EXPENDITURE CATEGORY

SOLID WASTE PROGRAM

	2001/2002 ACTUAL	2002/2003 ADJUSTED BUDGET	2003/2004 ADOPTED BUDGET
EMPLOYEE SERVICES	0	0	0
MAINTENANCE & UTILITIES	0	100	95
SUPPLIES & SERVICES	221	20,380	45,766
CAPITAL EXPENSE	0	0	0
	-----	-----	-----
SUBTOTAL	221	20,480	45,861
NET INTERDEPARTMENTAL	16,377	16,726	17,479
	-----	-----	-----
TOTAL	16,598	37,206	63,340
	=====	=====	=====

COMMUNITY AND ECONOMIC DEVELOPMENT DEPARTMENT

CED ADMINISTRATION

- Policy Development/Analysis
- Department Management
- Program Coordination
- Special Projects

BUILDING DIVISION

- Building Inspection
- Plan Check
- Rental Inspection

PLANNING DIVISION

- Current Planning
- Advance Planning
- Zoning Administration
- Subdivision/Annexation

NEIGHBORHOOD AND ECONOMIC DEVELOPMENT DIVISION

- Economic Development
- Social Services
- Community Preservation
- Zoning Enforcement

Only those activities that are supported by the General Fund are contained in this part of the budget. The Community and Economic Development Department also administers the Redevelopment Agency that is supported by the Redevelopment Agency Fund and is described in another section of this document. In addition, four programs of the Neighborhood and Economic Development Division are supported by Special Revenue Funds and the Redevelopment Agency's Low and Moderate Income Housing Fund and are described in those sections of the budget.

Community and Economic Development Department

MISSION STATEMENT

The mission of the Community and Economic Development Department is to manage the future development of Hayward in order to assure the economic health of the community and a high quality of life for its residents. The Department is comprised of the following Divisions: Administration, Building, Planning, and Neighborhood & Economic Development.

Administration Division

The Community and Economic Development (CED) Administration Division ensures that the community development policies of the City Council and the resulting programs and projects are implemented. The Administration Division sets goals and objectives for the Department's four divisions, and directs, reviews, and coordinates their work. Administration takes a lead role in developing policy recommendations and implementing special projects assigned by the City Manager, and coordinates budgeting, personnel, and other administrative activities of the Department.

Building Division

The Building Division includes the Building Inspection, Plan Check and Rental Housing Inspection programs. These programs foster the health, safety and attractiveness of the community through building and housing code compliance and nuisance abatement. The Division is the permit-issuing agency for all construction work on private property and work in the public right-of-way and performs plan checking for compliance with requirements of City and State codes and ordinances, industry standards and State mandated programs; verifies and collects related fees; and inspects construction for compliance with approved plans and City and State regulations. The Rental Housing Inspection Program performs mandatory code compliance inspections of single and multifamily rental housing units. Inspectors also respond to complaints about code violations involving apartment and single-family rentals.

Planning Division

The Planning Division consists of the Current and Advance Planning Programs. The Current Planning Program processes applications for land development requests in Hayward through administration of the Subdivision Ordinance, Zoning Ordinance, the California Environmental Quality Act, design review guidelines, and other development policies and regulations. It also coordinates with other jurisdictions and organizations on land use issues; administers the Park Dedication In-Lieu Fee Trust Fund; and provides landscape design, review, and inspection services. The Advance Planning Program undertakes research and analysis necessary for the development, refinement, and implementation of long-range land use policies. This includes the General Plan, neighborhood plans, and various specific plans. Neighborhood planning activities involve residents in land use policy-making processes. The Division provides staff support to the Planning Commission and City Council Commercial Center Improvement Committee.

Neighborhood and Economic Development Division

The Neighborhood and Economic Development Division includes Economic Development, Neighborhood Programs and Social Services. The Economic Development Program conducts business attraction, retention and expansion activities in support of the economic health of the

Community and Economic Development Department

City. The Social Services Program develops, supports and coordinates social services in the Hayward community. Neighborhood Programs is a combination of the Neighborhood Partnership Program and the Community Preservation Program and residential and commercial rehabilitation efforts funded by the Community Development Block Grant and Low Income Housing Fund. This combination is designed to provide a comprehensive approach to community and neighborhood revitalization through the combined use of incentive and enforcement measures.

2001-03 DEPARTMENT ACCOMPLISHMENTS

1. Submitted the General Plan for consideration by Council in March 2002.
2. Submitted the Housing Element to the State for its review.
3. Initiated Neighborhood Partnership Program with initial focus on the Harder-Tennyson neighborhood.
4. Revised and updated planning and building handouts for customers.
5. Initiated the Eden Systems permit processing software on July 1, 2001 as scheduled and developed management reports on service timelines.
6. Continued to improve customer turnaround timelines.
7. Presented a new Tree Preservation Ordinance to Council in October 2002.
8. Developed a Business Cooperation Program to direct 100% of the private business use tax paid on out-of-state purchases of materials and equipment to the City of Hayward.
9. Worked, in cooperation with the City's Transportation and Engineering Division, with AC Transit staff and businesses in the Industrial District to develop new public transportation routes so that more employees can take the bus to and from work.
10. Conducted outreach and marketing efforts to bring a national retailer and three industrial/commercial businesses to the City of Hayward.
11. Addressed Council social services priorities in the following ways:
 - a. Implemented five Volunteer Income Tax Assistance Centers in Hayward, with assistance provided in several different languages, communication modes, at a variety of locations, in cooperation with the regional I.R.S. Tax Payer Education Office and local nonprofit organizations.
 - b. Created a fund to assist senior citizens and people with disabilities to abate their community preservation violations.
12. Conducted a community needs assessment, in light of the changes depicted in the 2000 US Census. A series of seven joint meetings of the Human Services Commission and the Citizens Advisory Commission explored community needs and systems for assisting lower income Hayward residents. A report with recommendations for establishing priorities was provided to City Council in February 2003.

Community and Economic Development Department

13. Proposed revisions to the Residential Rental Inspection Program to focus Program on areas with most serious violations, and revised fee schedule. Revised Program adopted by City Council in March 2003.
14. Developed Inclusionary Housing Ordinance for consideration by City Council in June 2003.

2003-04 DEPARTMENT OBJECTIVES

1. Prepare a conceptual plan for the South Hayward BART Station area.
2. Update design guidelines applicable to multi-family housing.
3. Initiate outreach and marketing effort, which yields the attraction of three retail and two industrial/commercial businesses.
4. Integrate Rental Housing Inspection Program and Community Preservation Program files into Eden Systems.
5. Initiate comprehensive review of City's Subdivision Ordinance.
6. Review Historic Preservation Ordinance and survey potential historic structures and sites.
7. Initiate Mount Eden annexation study.

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FUND: GENERAL FUND
PROGRAM MANAGER: DIR COMMUNITY & ECON DEVELOP

FUND NUMBER: 100-4600

DEPARTMENT SUMMARY BY EXPENDITURE CATEGORY

COMMUNITY&ECON.DEV.DEPARTMENT

	2001/2002 ACTUAL	2002/2003 ADJUSTED BUDGET	2003/2004 ADOPTED BUDGET
EMPLOYEE SERVICES	4,483,162	5,155,886	5,419,536
MAINTENANCE & UTILITIES	15,648	10,927	10,380
SUPPLIES & SERVICES	1,303,405	1,783,824	848,617
CAPITAL EXPENSE	14,151	53,073	0
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SUBTOTAL	5,816,366	7,003,710	6,278,533
NET INTERDEPARTMENTAL	398,985-	413,840-	501,154-
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TOTAL	5,417,381	6,589,870	5,777,379
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**AUTHORIZED PERSONNEL
BUDGET YEAR 2003/2004**

100-GENERAL FUND

	Authorized 2001/ 2002	2002/ 2003	Adopted 2003/ 2004	Frozen 2003/ 2004
4600-COMMUNITY&ECON.DEV.DEPARTMENT				
DIR.OF COMMUNITY & ECON. DEV.	1.00	1.00	1.00	0.00
PLANNING MANAGER	1.00	1.00	1.00	0.00
NEIGHBORHOOD & ECONOMIC DEVELOPMENT MNGR	1.00	1.00	1.00	0.00
CITY BUILDING OFFICIAL	1.00	1.00	1.00	0.00
DEVELOPMENT REVIEW ENGINEER	1.00	1.00	1.00	0.00
NEIGHBORHOOD PARTNERSHIP MANAGER	1.00	1.00	1.00	0.00
SOCIAL SERVICES PLANNING MANAGER	1.00	1.00	1.00	0.00
SR.COMMUNITY PRESERVATION INSPECTOR	1.00	1.00	1.00	0.00
PLAN CHECKING ENGINEER	1.00	1.00	1.00	0.00
COMMUNITY PRESERVATION INSPECTOR	6.00	6.00	6.00	0.00
ADMINISTRATIVE ASSISTANT	1.00	0.00	0.00	0.00
ADMINISTRATIVE ANALYST I	0.00	1.00	1.00	0.00
SUPERVISING BUILDING INSPECTOR	1.00	1.00	1.00	0.00
SENIOR PLANNER	2.00	2.00	1.00	1.00
ECONOMIC DEVELOPMENT SPECIALIST	1.00	1.00	0.00	1.00
SENIOR PLAN CHECKER	1.00	1.00	1.00	0.00
SR HOUSING INSPECTOR	1.00	1.00	1.00	0.00
SR. BUILDING INSPECTOR/ELECTRICAL	1.00	1.00	1.00	0.00
SR. BUILDING INSPECTOR/STRUCTURAL	1.00	1.00	1.00	0.00
SR. BUILDING INSPECTOR/PLUM-MECH.	1.00	1.00	1.00	0.00
ASSISTANT PLANNER	2.00	2.00	2.00	0.00
PLAN CHECKER	3.00	3.00	3.00	0.00
ASSOC PLANNER	4.00	4.00	4.00	0.00
HOUSING INSPECTOR	3.00	3.00	4.00	0.00
BUILDING INSPECTOR	6.00	6.00	5.00	1.00
DEVELOPMENT REVIEW SPECIALIST	1.00	1.00	1.00	0.00
COMMUNITY PROGRAMS SPECIALIST	1.00	1.00	1.00	0.00
GRAPHICS/PLANNING ILLUSTRATOR	1.00	1.00	1.00	0.00
ADMINISTRATIVE SECRETARY	0.00	1.00	1.00	0.00
SENIOR SECRETARY	3.00	3.00	3.00	0.00
SECRETARY	4.50	4.50	4.50	0.00
PERMIT TECHNICIAN	2.00	2.00	2.00	0.00
ADMINISTRATIVE CLERK II	4.00	4.00	4.00	0.00
ADMINISTRATIVE INTERN	0.50	0.50	0.50	0.00
PRINCIPAL PLANNER	1.00	1.00	1.00	0.00
LANDSCAPE ARCHITECT	1.00	1.00	1.00	0.00
 Department Totals	 62.00	 63.00	 61.00	 3.00

FUND: GENERAL FUND
 DEPARTMENT: COMMUNITY&ECON.DEV.DEPARTMENT
 PROGRAM MANAGER: DIR COMMUNITY & ECON DEVELOP

FUND NUMBER: 100-4601

ACTIVITY SUMMARY BY EXPENDITURE CATEGORY

CED - ADMINISTRATION DIVISION

	2001/2002 ACTUAL	2002/2003 ADJUSTED BUDGET	2003/2004 ADOPTED BUDGET
EMPLOYEE SERVICES	220,202	304,409	379,239
MAINTENANCE & UTILITIES	507	195	185
SUPPLIES & SERVICES	5,737	6,451	6,255
CAPITAL EXPENSE	0	0	0
	-----	-----	-----
SUBTOTAL	226,446	311,055	385,679
NET INTERDEPARTMENTAL	59,819-	49,588-	100,963-
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TOTAL	166,627	261,467	284,716
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AUTHORIZED PERSONNEL BUDGET YEAR 2003/2004

100-GENERAL FUND

	Authorized 2001/ 2002	2002/ 2003	Adopted 2003/ 2004	Frozen 2003/ 2004
4600-COMMUNITY&ECON.DEV.DEPARTMENT				
4601-CED - ADMINISTRATION DIVISION				
DIR.OF COMMUNITY & ECON. DEV.	1.00	1.00	1.00	0.00
ADMINISTRATIVE ASSISTANT	1.00	0.00	0.00	0.00
ADMINISTRATIVE ANALYST I	0.00	1.00	1.00	0.00
ADMINISTRATIVE SECRETARY	0.00	1.00	1.00	0.00
Activity Totals	2.00	3.00	3.00	0.00

FUND: GENERAL FUND
PROGRAM MANAGER: BUILDING OFFICIAL

FUND NUMBER: 100-2700

DIVISION SUMMARY BY EXPENDITURE CATEGORY

BUILDING DIVISION

	2001/2002 ACTUAL	2002/2003 ADJUSTED BUDGET	2003/2004 ADOPTED BUDGET
EMPLOYEE SERVICES	1,867,378	2,067,378	2,218,439
MAINTENANCE & UTILITIES	9,238	4,223	4,012
SUPPLIES & SERVICES	396,156	263,651	248,883
CAPITAL EXPENSE	1,551	0	0
	-----	-----	-----
SUBTOTAL	2,274,323	2,335,252	2,471,334
NET INTERDEPARTMENTAL	2,534	0	0
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TOTAL	2,276,857	2,335,252	2,471,334
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AUTHORIZED PERSONNEL BUDGET YEAR 2003/2004

100-GENERAL FUND

2700-BUILDING DIVISION

	Authorized 2001/ 2002	2002/ 2003	Adopted 2003/ 2004	Frozen 2003/ 2004
CITY BUILDING OFFICIAL	1.00	1.00	1.00	0.00
PLAN CHECKING ENGINEER	1.00	1.00	1.00	0.00
SUPERVISING BUILDING INSPECTOR	1.00	1.00	1.00	0.00
SENIOR PLAN CHECKER	1.00	1.00	1.00	0.00
SR HOUSING INSPECTOR	1.00	1.00	1.00	0.00
SR. BUILDING INSPECTOR/ELECTRICAL	1.00	1.00	1.00	0.00
SR. BUILDING INSPECTOR/STRUCTURAL	1.00	1.00	1.00	0.00
SR. BUILDING INSPECTOR/PLUM-MECH.	1.00	1.00	1.00	0.00
PLAN CHECKER	3.00	3.00	3.00	0.00
HOUSING INSPECTOR	3.00	3.00	4.00	0.00
BUILDING INSPECTOR	6.00	6.00	5.00	1.00
SENIOR SECRETARY	1.00	1.00	1.00	0.00
SECRETARY	1.00	1.00	1.00	0.00
PERMIT TECHNICIAN	2.00	2.00	2.00	0.00
ADMINISTRATIVE CLERK II	2.00	2.00	2.00	0.00

Division Totals	26.00	26.00	26.00	1.00
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FUND: GENERAL FUND
PROGRAM MANAGER: PLANNING MANAGER

FUND NUMBER: 100-1500

DIVISION SUMMARY BY EXPENDITURE CATEGORY

PLANNING DIVISION

	2001/2002 ACTUAL	2002/2003 ADJUSTED BUDGET	2003/2004 RECOMMENDED BUDGET
EMPLOYEE SERVICES	1,338,981	1,612,501	1,640,775
MAINTENANCE & UTILITIES	2,437	4,726	4,489
SUPPLIES & SERVICES	364,259	319,959	46,445
CAPITAL EXPENSE	6,857	0	0
	-----	-----	-----
SUBTOTAL	1,712,534	1,937,186	1,691,709
NET INTERDEPARTMENTAL	197,061-	200,000-	200,000-
	-----	-----	-----
TOTAL	1,515,473 =====	1,737,186 =====	1,491,709 =====

AUTHORIZED PERSONNEL BUDGET YEAR 2003/2004

100-GENERAL FUND

1500-PLANNING DIVISION

	Authorized 2001/ 2002	2002/ 2003	Recommended 2003/ 2004	Frozen 2003/ 2004
PLANNING MANAGER	1.00	1.00	1.00	0.00
DEVELOPMENT REVIEW ENGINEER	1.00	1.00	1.00	0.00
SENIOR PLANNER	2.00	2.00	1.00	1.00
ASSISTANT PLANNER	2.00	2.00	2.00	0.00
ASSOC PLANNER	4.00	4.00	4.00	0.00
DEVELOPMENT REVIEW SPECIALIST	1.00	1.00	1.00	0.00
GRAPHICS/PLANNING ILLUSTRATOR	1.00	1.00	1.00	0.00
SENIOR SECRETARY	2.00	2.00	2.00	0.00
SECRETARY	1.00	1.00	1.00	0.00
ADMINISTRATIVE CLERK II	2.00	2.00	2.00	0.00
ADMINISTRATIVE INTERN	0.50	0.50	0.50	0.00
PRINCIPAL PLANNER	1.00	1.00	1.00	0.00
LANDSCAPE ARCHITECT	1.00	1.00	1.00	0.00

Division Totals 19.50 19.50 18.50 1.00

FUND: GENERAL FUND
PROGRAM MANAGER: NEIGHBORHOOD & ECON DEVEL MGR

FUND NUMBER: 100-4610

DIVISION SUMMARY BY EXPENDITURE CATEGORY

NEIGHBORHD & ECONOMIC DEV DIV

	2001/2002 ACTUAL	2002/2003 ADJUSTED BUDGET	2003/2004 ADOPTED BUDGET
EMPLOYEE SERVICES	1,056,601	1,171,598	1,181,083
MAINTENANCE & UTILITIES	3,466	1,783	1,694
SUPPLIES & SERVICES	537,253	1,193,763	506,834
CAPITAL EXPENSE	5,743	53,073	0
	-----	-----	-----
SUBTOTAL	1,603,063	2,420,217	1,689,611
NET INTERDEPARTMENTAL	144,639-	164,252-	200,191-
	-----	-----	-----
TOTAL	1,458,424	2,255,965	1,489,420
	=====	=====	=====

AUTHORIZED PERSONNEL BUDGET YEAR 2003/2004

100-GENERAL FUND

4610-NEIGHBORHD & ECONOMIC DEV DIV

	Authorized 2001/ 2002	2002/ 2003	Adopted 2003/ 2004	Frozen 2003/ 2004
NEIGHBORHOOD & ECONOMIC DEVELOPMENT MNGR	1.00	1.00	1.00	0.00
NEIGHBORHOOD PARTNERSHIP MANAGER	1.00	1.00	1.00	0.00
SOCIAL SERVICES PLANNING MANAGER	1.00	1.00	1.00	0.00
SR.COMMUNITY PRESERVATION INSPECTOR	1.00	1.00	1.00	0.00
COMMUNITY PRESERVATION INSPECTOR	6.00	6.00	6.00	0.00
ECONOMIC DEVELOPMENT SPECIALIST	1.00	1.00	0.00	1.00
COMMUNITY PROGRAMS SPECIALIST	1.00	1.00	1.00	0.00
SECRETARY	2.50	2.50	2.50	0.00

Division Totals	14.50	14.50	13.50	1.00
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2003-04
General Fund - Social Services Funding

The City's Social Services Program has the primary responsibility for the development, support, and coordination of social services in Hayward. One way in which this is accomplished is through the funding of nonprofit social services program.

The demand for City funds by social service agencies is consistently greater than the amount of resources available. Consequently, the Council is faced with the difficult decision of which social services to support each year.

Through the City's competitive process, Social Service Funding Guidelines and Social Services Proposal Rating Criteria provide a framework for distributing the funds available in an equitable manner. By using this framework, a variety of population groups and issues are supported through an array of services, which represent a balance between intervention and prevention efforts. This process does not guarantee funding to any specific social service agencies from one year to the next, but it does support a basic social services infrastructure, which addresses the broad concerns of the Hayward community.

Organizations receiving General Fund Social Service funding include:

Community Organization/Activity	2001-02	2002-03	2003-04
4C's of Alameda Co.	\$15,000	\$15,000	\$15,000
BACS - Hedco	14,000	14,000	14,000
Chabot College - NYSP	3,000	3,000	3,368
Community Alliance for Special Education	9,600	9,600	9,600
Community Resources for Independent Living (CRIL)	25,000	25,000	18,000
Eden I&R - CHAIN Program	10,000	10,000	10,000
Eden Youth and Family Center / EDD	10,000	10,000	10,000
Eden Youth Center / K-Readiness	0	0	20,000
Emergency Shelter Program (ESP)	24,000	24,000	24,000
Family Violence Law Center	0	0	10,000
FESCO	17,200	17,200	23,700
HARD/YEP	19,500	19,500	19,500
Horizon Services / Lambda Youth Project	13,000	13,000	14,500
International Institute of the East Bay	0	0	5,000
La Familia (Fuller site)	27,700	27,700	20,000
Legal Assistance for Seniors	14,500	14,500	14,500
Lincoln Child Center - Kinship Support	0	0	10,000
Parental Stress Service, Inc.	25,000	25,000	22,000
Planned Parenthood	0	0	8,000
SAVE / COPS	0	0	8,000
SAVE/WINGS	7,200	7,200	7,200
South Hayward Parish - Food Pantry	7,300	7,300	15,000
St. Joseph's Center for the Deaf	10,000	10,000	10,000
St. Rose Hospital Foundation	27,000	27,000	23,632
The Salvation Army - Motel Vouchers	20,000	20,000	15,000
TOTAL	\$299,000	\$299,000	\$350,000

2003-04
General Fund - Social Services Funding

4C's of Alameda Co. – Provides childcare coordination and referrals.

BACS – Hedco House – Provides structured day program for adults with severe and persistent mental disabilities.

Chabot College – NYSP - Summer day program at the Chabot campus where low-income children from Hayward participate in athletic and educational activities.

Community Alliance for Special Education – Provides advocacy and education for families of children who have learning disabilities or other special needs.

Community Resources for Independent Living (CRIL) – Provides housing counseling and placement services for Hayward residents who have disabilities.

Eden I&R – CHAIN Program - Community Housing and Information Network (CHAIN) phone referral service for housing and social services needs.

Eden Youth Center / EDD – The Eden Area Jobs for Youth program provides employment counseling and placement services, as well as encouragement and support, to low-income Hayward young adults.

Eden Youth Center / K-Readiness – Provides subsidized childcare for working lower-income families that have children enrolled in the program.

Emergency Shelter Program (ESP) – Provides shelter for female survivors of domestic violence, for homeless women and their children.

Family Violence Law Center - Provides in-court legal representation to plaintiffs in domestic violence cases and overnight emergency response in Hayward to incidents of domestic violence.

FESCO – Provides shelter to homeless families (including two parent families) located in Hayward.

HARD/YEP – Provides after school enrichment activities at the Longwood Elementary School site.

Horizon Services / Lambda Youth Project – Provides counseling and peer support to gay, lesbian, bisexual, or transgender youth.

International Institute of the East Bay – Provides legal services to individuals and families who need assistance resolving immigration issues.

La Familia (Fuller site) – Provides multi-service counseling to low-income individuals.

Legal Assistance for Seniors - Provides legal services to low-income seniors who are having legal problems, usually relating to medical benefits, housing, or income.

Lincoln Child Center - Kinship Support – Provides assistance to low-income grandparents or other extended family members who step in to raise the children of their relatives, thereby preventing those children from going to foster care homes.

<p>2003-04</p> <p>General Fund - Social Services Funding</p>

Parental Stress Service, Inc. Provides services for children who have been victimized by physical, mental, and or sexual abuse.

Planned Parenthood – Operates the Hayward Health Center to provide health services to low income individuals.

SAVE / Domestic Violence Advocates - Provides crisis intervention and case management services to families who have experienced incidents of domestic violence.

SAVE/WINGS - Provides below-market transitional housing and support services to female survivors of domestic violence and their children.

South Hayward Parish – Food Pantry – Provides emergency food to low-income south Hayward residents.

St. Joseph's Center for the Deaf - Provides counseling and education to deaf children and their (hearing) parents.

St. Rose Hospital Foundation – Provides staff for the Silva Pediatric dental clinic.

The Salvation Army – Motel Vouchers - Provides emergency shelter to homeless families.

LIBRARY DEPARTMENT

LIBRARY ADMINISTRATION

- City/Community Liaison
- Budget Administration
- Personnel
- Staff Development & Training
- Grant Development & Management

SYSTEMS

- Automation Management
- Automation Development
- Cataloging
- Data Entry

LITERACY PROGRAM

- Adult Literacy Services
- Tutor Training
- Families For Literacy
- Mini-Learning Center

PUBLIC SERVICES

- Information Services
- Collection Development
- Programming
- Adult Services
- Youth Services

SUPPORT SERVICES

- Acquisitions
- Circulation
- Facilities
- Interlibrary Loan
- Book Repair
- Paging
- Processing

Library Department

MISSION STATEMENT

The Library Department serves the community by providing materials and services that support each individual's right to know and that encourage the development of a lifelong interest in reading and literature. The Library is a popular materials and reference center, actively promoting use of its diverse collection through the assistance of trained and helpful staff. The Library serves as an advocate and resource for new readers of all ages.

Library Program

Hayward libraries are the primary resource in the community for free access to a wide range of information, discovering and taking home reading, audio and visual material, and receiving guidance in selecting materials and in searching and using the Internet, research databases and computer programs. Library service to the public is provided at the Main Library and at the Weekes Branch Library for 56 hours per week. Staff utilizes a wide variety of resources from traditional book collections to the latest in electronic information systems in providing high quality, friendly customer service at the library and by telephone to children, teenagers, and adults. The Library offers regular weekly and monthly programs for children and adults, the publication and distribution of booklists and brochures and displays on topics of public interest. The Library also provides community outreach programs in the Hayward schools, to mobile home parks, convalescent hospitals, and to homebound customers. Library use instruction is provided to individuals and groups within the Library and in the Hayward schools.

Materials and extensive programming of pre-reading experiences for children from birth to school-age are offered throughout the year. Primary grade readers are provided with a variety of easy-to-read materials and upper elementary and middle school readers with age appropriate materials. Programs that promote reading, including a summer reading game, are provided for all school-age groups. Young adults are offered instructional, career choice, and leisure time materials and programs as well as a volunteer opportunity, Student Friends.

The Library maintains a collection in eight languages including books, pamphlets, magazines, newspapers, audio and video cassettes, compact discs and DVDs totaling over 200,000 items. Access to the collection and the collection of other libraries and the World Wide Web is provided through an on-line computer catalog, with automated circulation, at the Library or via dial-in or through the World Wide Web. The Library provides public Internet, word processing, and online database access during all hours the Library is open. The Hayward Library participates in the Bay Area Library and Information System (BALIS) and the Golden Gate Library Network providing interlibrary loan services, borrowing privileges in other California libraries and advanced information services at the regional and state level. The Hayward Library is a member of Link+, a system that offers Hayward library customers the ability to make online requests for materials from over forty academic and public libraries throughout California.

The Library actively cooperates with local community agencies and the Hayward Unified School District to enhance service, improve information sharing and visibility, provide programs and displays in the Library, and promote the Hayward Libraries to local residents.

Library Department

Literacy Program

Literacy Plus, Hayward Public Library's free tutoring program, provides one-to-one tutoring and related services to English-speaking adults. Participants must be age 16 and over, and not in high school, must live in the Hayward service area and read below eighth grade level. Assessments are conducted to determine eligibility, learning needs and goals. Progress is checked regularly. When appropriate, learners are referred to adult school, the Regional Occupation Program, Chabot College, Department of Rehabilitation, and other agencies. Volunteer tutors must complete an 18-hour training course. Literacy Plus also operates a Mini-Learning Center for children and a Families for Literacy program. The Literacy Coordinator works with an advisory Literacy Council of representatives from many supportive local organizations including Cal State Hayward, Chabot College, Hayward Unified School District, Hayward Adult School, the Employment Development Department and the offices of the Mayor and the State Senator.

2001-03 DEPARTMENT ACCOMPLISHMENTS

1. Completed the Weekes Branch Library Renovation and Expansion Project that added 4,053 square feet to the existing building, upgraded electrical service and added an HVAC system in September 2001.
2. Installed a new Circulation Desk in September 2001 and automatic public entrance doors in August 2002 at the Main Library.
3. Implemented new software that upgraded and improved the Library catalog with a Windows-based product and installed new software that links it with 32 other California academic and public libraries.
4. Initiated a Library Planning Process in September 2002 that resulted in the development of a Library Plan that represents the perspectives of a diverse community planning effort.
5. Received grants of \$23,000 in FY 2001-02 and \$20,700 in FY 2002-03 from the California State Library in support of the Families for Literacy program.
6. Received a \$10,000 grant each fiscal year from PepsiCo/Quaker Oats Foundation in support of the Mini-Learning Center and began the offer of this program at the Weekes Branch Library in October 2002.
7. Developed a plan to link the Hayward Public Library with the Instructional Resource Center of the Hayward Unified School District as the first step in the grant funding process.

2003-04 DEPARTMENT OBJECTIVES

1. Implement a pilot project in partnership with the Hayward Unified School District that would electronically link the District's Instructional Resource Center to the Hayward Public Library. This would provide teachers and students the ability to make online requests for materials from the Library, with delivery of these materials to the Instructional Resource Center beginning by January 2005.

FUND: GENERAL FUND
PROGRAM MANAGER: LIBRARY DIRECTOR

FUND NUMBER: 100-3300

DEPARTMENT SUMMARY BY EXPENDITURE CATEGORY

LIBRARY DEPARTMENT

	2001/2002 ACTUAL	2002/2003 ADJUSTED BUDGET	2003/2004 ADOPTED BUDGET
EMPLOYEE SERVICES	2,606,338	2,896,809	2,906,622
MAINTENANCE & UTILITIES	176,933	180,119	191,775
SUPPLIES & SERVICES	577,470	551,937	511,773
CAPITAL EXPENSE	20,600	27,605	0
	-----	-----	-----
SUBTOTAL	3,381,341	3,656,470	3,610,170
NET INTERDEPARTMENTAL	6,449-	0	0
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TOTAL	3,374,892	3,656,470	3,610,170
	=====	=====	=====

**AUTHORIZED PERSONNEL
BUDGET YEAR 2003/2004**

100-GENERAL FUND

	Authorized 2001/ 2002	2002/ 2003	Adopted 2003/ 2004	Frozen 2003/ 2004
3300-LIBRARY DEPARTMENT				
LIBRARY DIRECTOR	1.00	1.00	1.00	0.00
LIBRARY SYSTEMS MANAGER	1.00	1.00	1.00	0.00
SUPERVISING LIBRARIAN I	2.00	2.00	3.00	0.00
LIBRARY OPERATIONS MANAGER	1.00	1.00	1.00	0.00
LIBRARIAN I	9.50	9.50	8.50	1.00
LIBRARIAN II	2.50	2.50	1.50	0.00
LITERACY PROGRAM COORDINATOR	1.00	1.00	1.00	0.00
INFORMATION SYSTEMS SUPPORT TECHNICIAN	0.00	0.00	1.00	0.00
ADMINISTRATIVE SECRETARY	1.00	1.00	1.00	0.00
LEAD LIBRARY ASSISTANT	2.00	2.00	3.00	0.00
DATA SYSTEMS OPERATOR	1.00	1.00	1.00	0.00
SENIOR LIBRARY ASSISTANT	5.00	5.00	3.00	0.00
LIBRARY ASSISTANT	10.50	10.50	9.50	1.00
ADMINISTRATIVE CLERK II	1.00	1.00	1.00	0.00
ADMINISTRATIVE CLERK I	0.00	0.00	0.25	0.00
SENIOR LIBRARY PAGE	4.20	4.20	3.00	1.20
LIBRARY PAGE	6.90	6.90	5.70	1.20
LITERACY PROGRAM INTERN	0.25	0.25	0.00	0.00
 Department Totals	 49.85	 49.85	 45.45	 4.40

FUND: GENERAL FUND
DEPARTMENT: LIBRARY DEPARTMENT
PROGRAM MANAGER: LIBRARY DIRECTOR

FUND NUMBER: 100-3301

ACTIVITY SUMMARY BY EXPENDITURE CATEGORY

LIBRARY PROGRAM

	2001/2002 ACTUAL	2002/2003 ADJUSTED BUDGET	2003/2004 ADOPTED BUDGET
EMPLOYEE SERVICES	2,486,821	2,774,670	2,771,980
MAINTENANCE & UTILITIES	176,933	180,119	191,775
SUPPLIES & SERVICES	483,473	467,825	440,764
CAPITAL EXPENSE	20,600	27,605	0
	-----	-----	-----
SUBTOTAL	3,167,827	3,450,219	3,404,519
NET INTERDEPARTMENTAL	6,449-	0	0
	-----	-----	-----
TOTAL	3,161,378	3,450,219	3,404,519
	=====	=====	=====

AUTHORIZED PERSONNEL BUDGET YEAR 2003/2004

100-GENERAL FUND

	Authorized 2001/ 2002	2002/ 2003	Adopted 2003/ 2004	Frozen 2003/ 2004
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3300-LIBRARY DEPARTMENT

3301-LIBRARY PROGRAM

LIBRARY DIRECTOR	1.00	1.00	1.00	0.00
LIBRARY SYSTEMS MANAGER	1.00	1.00	1.00	0.00
SUPERVISING LIBRARIAN I	2.00	2.00	3.00	0.00
LIBRARY OPERATIONS MANAGER	1.00	1.00	1.00	0.00
LIBRARIAN I	9.50	9.50	8.50	1.00
LIBRARIAN II	2.50	2.50	1.50	0.00
INFORMATION SYSTEMS SUPPORT TECHNICIAN	0.00	0.00	1.00	0.00
ADMINISTRATIVE SECRETARY	1.00	1.00	1.00	0.00
LEAD LIBRARY ASSISTANT	2.00	2.00	3.00	0.00
DATA SYSTEMS OPERATOR	1.00	1.00	1.00	0.00
SENIOR LIBRARY ASSISTANT	5.00	5.00	3.00	0.00
LIBRARY ASSISTANT	10.50	10.50	9.50	1.00
SENIOR LIBRARY PAGE	4.20	4.20	3.00	1.20
LIBRARY PAGE	6.90	6.90	5.70	1.20

Activity Totals - 140 - 47.60 47.60 43.20 4.40

FUND: GENERAL FUND
 DEPARTMENT: LIBRARY DEPARTMENT
 PROGRAM MANAGER: LIBRARY DIRECTOR

FUND NUMBER: 100-3304

ACTIVITY SUMMARY BY EXPENDITURE CATEGORY

LITERACY PROGRAM

	2001/2002 ACTUAL	2002/2003 ADJUSTED BUDGET	2003/2004 ADOPTED BUDGET
EMPLOYEE SERVICES	119,517	122,139	134,642
MAINTENANCE & UTILITIES	0	0	0
SUPPLIES & SERVICES	14,274	14,746	14,009
CAPITAL EXPENSE	0	0	0
	-----	-----	-----
SUBTOTAL	133,791	136,885	148,651
NET INTERDEPARTMENTAL	0	0	0
	-----	-----	-----
TOTAL	133,791	136,885	148,651
	=====	=====	=====

AUTHORIZED PERSONNEL BUDGET YEAR 2003/2004

100-GENERAL FUND

3300-LIBRARY DEPARTMENT

3304-LITERACY PROGRAM

	Authorized 2001/ 2002	2002/ 2003	Adopted 2003/ 2004	Frozen 2003/ 2004
LITERACY PROGRAM COORDINATOR	1.00	1.00	1.00	0.00
ADMINISTRATIVE CLERK II	1.00	1.00	1.00	0.00
ADMINISTRATIVE CLERK I	0.00	0.00	0.25	0.00
LITERACY PROGRAM INTERN	0.25	0.25	0.00	0.00
Activity Totals	2.25	2.25	2.25	0.00

FUND: GENERAL FUND
 DEPARTMENT: LIBRARY DEPARTMENT
 PROGRAM MANAGER: LIBRARY DIRECTOR

FUND NUMBER: 100-3302

ACTIVITY SUMMARY BY EXPENDITURE CATEGORY

FAMILIES FOR LITERACY - STATE

	2001/2002 ACTUAL	2002/2003 ADJUSTED BUDGET	2003/2004 ADOPTED BUDGET
EMPLOYEE SERVICES	0	0	0
MAINTENANCE & UTILITIES	0	0	0
SUPPLIES & SERVICES	21,104	21,296	20,900
CAPITAL EXPENSE	0	0	0
	-----	-----	-----
SUBTOTAL	21,104	21,296	20,900
NET INTERDEPARTMENTAL	0	0	0
	-----	-----	-----
TOTAL	21,104	21,296	20,900
	=====	=====	=====

FUND: GENERAL FUND
 DEPARTMENT: LIBRARY DEPARTMENT
 PROGRAM MANAGER: LIBRARY DIRECTOR

FUND NUMBER: 100-3303

ACTIVITY SUMMARY BY EXPENDITURE CATEGORY

LITERACY PROGRAM - STATE

	2001/2002 ACTUAL	2002/2003 ADJUSTED BUDGET	2003/2004 ADOPTED BUDGET
EMPLOYEE SERVICES	0	0	0
MAINTENANCE & UTILITIES	0	0	0
SUPPLIES & SERVICES	28,970	35,038	26,600
CAPITAL EXPENSE	0	0	0
	-----	-----	-----
SUBTOTAL	28,970	35,038	26,600
NET INTERDEPARTMENTAL	0	0	0
	-----	-----	-----
TOTAL	28,970	35,038	26,600
	=====	=====	=====

FUND: GENERAL FUND
 DEPARTMENT: LIBRARY DEPARTMENT
 PROGRAM MANAGER: LIBRARY DIRECTOR

FUND NUMBER: 100-3305

ACTIVITY SUMMARY BY EXPENDITURE CATEGORY

LITERACY MLC - GRANT

	2001/2002 ACTUAL	2002/2003 ADJUSTED BUDGET	2003/2004 ADOPTED BUDGET
EMPLOYEE SERVICES	0	0	0
MAINTENANCE & UTILITIES	0	0	0
SUPPLIES & SERVICES	8,446	13,032	9,500
CAPITAL EXPENSE	0	0	0
	-----	-----	-----
SUBTOTAL	8,446	13,032	9,500
NET INTERDEPARTMENTAL	0	0	0
	-----	-----	-----
TOTAL	8,446	13,032	9,500
	=====	=====	=====

FUND: GENERAL FUND
 DEPARTMENT: LIBRARY DEPARTMENT
 PROGRAM MANAGER: LIBRARY DIRECTOR

FUND NUMBER: 100-3314

ACTIVITY SUMMARY BY EXPENDITURE CATEGORY

FAMILIES FOR LITERACY-PROP 10

	2001/2002 ACTUAL	2002/2003 ADJUSTED BUDGET	2003/2004 ADOPTED BUDGET
EMPLOYEE SERVICES	0	0	0
MAINTENANCE & UTILITIES	0	0	0
SUPPLIES & SERVICES	11,111	0	0
CAPITAL EXPENSE	0	0	0
	-----	-----	-----
SUBTOTAL	11,111	0	0
NET INTERDEPARTMENTAL	0	0	0
	-----	-----	-----
TOTAL	11,111	0	0
	=====	=====	=====

FUND: GENERAL FUND
DEPARTMENT: LIBRARY DEPARTMENT
PROGRAM MANAGER: LIBRARY DIRECTOR

FUND NUMBER: 100-3315

ACTIVITY SUMMARY BY EXPENDITURE CATEGORY

FAMILIES FOR LITERACY-COUNTY

	2001/2002 ACTUAL	2002/2003 ADJUSTED BUDGET	2003/2004 ADOPTED BUDGET
EMPLOYEE SERVICES	0	0	0
MAINTENANCE & UTILITIES	0	0	0
SUPPLIES & SERVICES	10,092	0	0
CAPITAL EXPENSE	0	0	0
	-----	-----	-----
SUBTOTAL	10,092	0	0
NET INTERDEPARTMENTAL	0	0	0
	-----	-----	-----
TOTAL	10,092	0	0
	=====	=====	=====

Non-Departmental

CITYWIDE EXPENDITURES

The purpose of the Non-departmental Program is to budget for expenditures that are not based in a specific department or function, and that are of citywide impact.

Budgeted items include:

- City Memberships and Association Dues
- Grants for Community Promotion Activities
- Community Access Programming Fee Budget

Non-Departmental

CITYWIDE EXPENDITURES PROGRAM

The Non-departmental Program contains General Fund expenditures that are not allocated to a specific department. These expenditures include dues to organizations in which the City Council and the City as a whole participate, contributions to various community based organizations for special community promotion activities, and other programs that have a citywide purpose.

BUDGET OVERVIEW

Expenditure Category	2001-02	2002-03	2003-04
Community Access Programming	\$31,827	\$32,782	\$32,782
Community Survey	\$0	\$20,000	\$0
Volunteer Coordinator/Youth Enrichment Program	\$58,827	\$60,592	\$60,592
Neighborhood Improvement Initiative Program	\$75,000	\$75,000	\$75,000
LAFCo - Proportionate share of operation costs	\$8,458	\$8,458	\$11,006
Weekes Park Youth Center Rental	\$14,936	\$19,908	\$30,792
Membership in the following organizations:			
League of California Cities	\$22,826	\$23,511	\$24,943
East Bay Division of League of California Cities	\$489	\$504	\$530
Association of Bay Area Governments	\$16,902	\$17,409	\$21,041
Alameda County Mayors' Conference	\$2,678	\$2,758	\$2,895
National League of Cities	\$7,645	\$7,951	\$8,348
Hayward Chamber of Commerce	\$1,895	\$1,953	\$2,050
Sister Cities International	\$678	\$698	\$733
Economic Development Alliance for Business	\$23,438	\$24,141	\$25,348
US Conference of Mayors	\$7,107	\$7,320	\$7,686
Community Promotion Activities	\$173,703	\$179,709	\$180,000
TOTAL	\$446,415	\$482,694	\$483,746

Non-Departmental

Other Programs

Community Access Programming - The City underwrites the management fee charged by COMCAST for public access programming. Local community groups receive training, studio time, and production assistance services from COMCAST.

Community Survey - Telephone survey of residents about the City and its services.

Volunteer Coordinator/Youth Enrichment Program - City's share of Coordinator salary. The City's share supports the after-school programs at Ruus Elementary School and Chavez Middle School.

Neighborhood Improvement Initiative Program - Provides small grants up to \$5,000 to community groups to beautify the public areas in their neighborhoods.

The Local Agency Formation Commission (LAFCo) - An independent quasi-legislative agency composed of representatives from Alameda County, its cities and special districts, and the general public. State law mandates that each county establish a LAFCo and also sets forth its powers and duties. LAFCo's primary duty is to review and approve all changes in government structure and boundaries (e.g., incorporations, annexations, detachments, urban service agreements). LAFCo is funded by contributions from Alameda County, its cities and special districts.

Weekes Park Youth Center Rental - Rental fee for the portable units being temporarily used by HARD for teen after-school activities at Weekes Park.

Membership in organizations - These expenditures are determined according to the organizations' dues or contribution schedules.

Non-Departmental

Community Promotion Program

Grant funds are provided to local community groups to assist with special programs and promotions that benefit Hayward residents.

The community organizations that will receive grant funds in 2003-04, along with the allocated amounts, are shown in the chart below. The groups' programs/activities are briefly described below and on the following page.

Community Organization/Activity	2001-02	2002-03	2003-04
Admission Day Celebration	\$200	\$200	\$200
Bay Area Blues Society – Hayward-Russell City Blues Festival	\$40,000	\$40,000	\$40,000
Hayward Arts Council – Arts Promotion	\$25,392	\$30,400	\$30,400
Hayward Municipal Band – Hayward Concert Series	\$18,509	\$18,509	\$18,509
Hayward Pride Celebration – Lighthouse Community Center	\$0	\$0	\$5,000
Hayward Volunteer Recognition Dinner	\$2,000	\$2,000	\$2,000
La Alianza de Hayward – Cinco de Mayo / Mexican Independence Program	\$4,000	\$4,000	\$4,000
Martin Luther King, Jr. Birthday Celebration	\$2,000	\$2,000	\$2,000
Memorial Day Service	\$800	\$800	\$800
Music Academy	\$5,000	\$5,000	\$0
Pacific Chamber Symphony – Signature Concert Series (formerly Classical Philharmonic)	\$8,000	\$13,000	\$13,000
San Francisco Shakespeare Festival – Shakespeare on Tour	\$6,000	\$0	\$0
South Hayward Lions Club – Fourth of July Celebration	\$8,250	\$8,250	\$8,250
Sun Gallery – Art Education and Exhibition Facility	\$47,750	\$47,750	\$47,750
Veterans Day Parade	\$300	\$300	\$591
Youth Orchestra of Southern Alameda County – Music Program	\$5,500	\$7,500	\$7,500
TOTAL	\$173,703	\$179,709	\$180,000

Non-Departmental

Community Promotions Program - Activity Descriptions

- **Admission Day Celebration Committee.** Activities in observance of the anniversary of California's admission to the Union on September 9, 1850.
- **Blues Festival.** Event celebrating local blues music and musicians, which recognizes this music's contribution to the history and culture of Hayward and the East Bay.
- **Hayward Arts Council.** Provides arts programs and events including local artist's exhibits, community programs in cooperation with the City such as Light-Up the Season, poetry readings, scholarship awards for talented youth, and a calendar of arts activities.
- **Hayward Municipal Band.** Summer concert series at Hayward Memorial Park on Sunday afternoons.
- **Hayward Pride Celebration.** First annual event celebrating Hayward's large and active gay community.
- **Hayward Volunteer and Awards Dinner.** Recognition of outstanding volunteers who contributed their time to benefit local human services, non-profit and other programs at an annual dinner.
- **La Alianza de Hayward.** Sponsorship of annual Cinco de Mayo celebration.
- **Martin Luther King Jr. Celebration.** Annual art and essay contest for students and Citywide event to promote peaceful solutions to problems, including a fund raising and recruitment program for community participation.
- **Memorial Day Committee.** Sponsorship of the annual Memorial Day Observance at Lone Tree Cemetery, including participation by the Hayward Municipal Band.
- **Music Academy.** Provides lessons for Hayward school 5th through 12th grade students who are enrolled in school music programs, with year-end performances culminating the classes.
- **Pacific Chamber Symphony** – Signature Concert Series (formerly Classical Philharmonic). Classical music education programs for Hayward elementary school students, including a "Concert for Kids" orchestra concert.
- **San Francisco Shakespeare Festival/Shakespeare on Tour.** Provides a performance in front of Hayward City Hall in the Spring, with informational packets distributed prior to the play and a question and answer period after the performance.
- **South Hayward Lions Club.** Sponsorship of annual Independence Day Celebration.
- **Sun Gallery.** Arts programming including art exhibitions, hands-on art experiences (field trips) for children, after-school art classes, workshops, lectures, and special presentations.
- **Veterans Day Parade Committee.** Sponsorship of the annual Veterans Day Observance and Parade.
- **Youth Orchestra of Southern Alameda County.** Comprehensive music program with five groups, from a beginning string class for young children to an advanced orchestra for students up to their senior year in high school.

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Redevelopment Agency Fund Community And Economic Development Department

REDEVELOPMENT AGENCY FUND

This fund is comprised of increment revenues based on the incremental growth of property taxes generated within the Hayward Redevelopment Project Area. The monies support expenditures related to the development and implementation of redevelopment projects in Hayward and a mandatory housing assistance program administered through the Low and Moderate Income Housing Fund.

The services represented in this fund include:

- Planning
- Project Administration
- Site Assembly
- Public Information
- Development Projects

Redevelopment Agency

The Redevelopment Agency is an independent body responsible for developing and implementing redevelopment projects in Hayward. The Agency Board is comprised of the Mayor and City Council. The original goal of the Downtown Hayward Redevelopment Project was to reestablish the downtown area as a viable commercial center, to expand its mix of uses and activities, and to improve its physical appearance.

The Redevelopment Project Area was significantly expanded in 1998 to include part of the Santa Clara and all of the Burbank neighborhoods. In 2001, it was expanded again to include the entire length of Mission-Foothill Boulevard corridor, within the city limits. Goals for the Burbank/Cannery area include preserving established residential areas and promoting the re-use of obsolete buildings. Goals for the Mission Foothill area include improving the existing Auto Row area, supporting transit-oriented development in the South Hayward Bart Station, and developing attractive gateway areas.

As a result of its overall redevelopment mission and function, many of the Redevelopment Agency's activities change from year to year. Nevertheless, there are several ongoing activities administered by this division. These include providing staff support for the Downtown Business Improvement Area, the City Council Downtown Committee, the Mark's Historic District Advisory Board, the Downtown Farmer's Market, and the Hayward Redevelopment Area Committee.

2001-03 ACCOMPLISHMENTS

1. Completed acquisitions and relocated tenants on the block bounded by Watkins, Atherton, C and D Streets by June 2002.
2. Completed acquisition of property at B Street and Foothill Boulevard. In addition, the Agency entered in exclusive negotiations with a developer regarding redevelopment of this site.

Redevelopment Agency Fund Community And Economic Development Department

3. Issued a Request for Development Proposal and entered into exclusive negotiations with Shea Homes/Pulte Homes regarding the Cannery Area in FY 2001-02. Currently pursuing implementation of the proposed new school, expanded park and certain other public improvements.
4. Entered into Disposition and Development Agreement with the Olson Company for 46-unit development, 22 units of which will be affordable to moderate-income households.
5. Postponed the South Hayward BART study, due to staff shortage and competing priorities.
6. Worked with Sonic Automotive to develop a new Honda dealership at Mission and Orchard.

2003-04 OBJECTIVES

1. Initiate South Hayward BART Concept Study.
2. Continue implementation of Cannery Area Plan.
3. Execute Disposition and Development Agreement to Agency Board for mixed use development at B and Foothill and associated parking.

FUND SUMMARY BY EXPENDITURE CATEGORY

451

HAYWARD REDEVELOPMENT AGENCY

	2001/2002 ACTUAL	2002/2003 ADJUSTED BUDGET	2003/2004 ADOPTED BUDGET
EMPLOYEE SERVICES	310,590	461,966	400,129
MAINTENANCE & UTILITIES	1,529	1,910	1,910
SUPPLIES & SERVICES	528,163	2,420,686	1,393,776
CAPITAL EXPENSE	0	0	0
	-----	-----	-----
SUBTOTAL	840,282	2,884,562	1,795,815
NET INTERDEPARTMENTAL	1,871-	0	0
	-----	-----	-----
TOTAL	838,411	2,884,562	1,795,815
	=====	=====	=====

**AUTHORIZED PERSONNEL
BUDGET YEAR 2003/2004**

451-HAYWARD REDEVELOPMENT AGENCY

	Authorized 2001/ 2002	2002/ 2003	Adopted 2003/ 2004	Frozen 2003/ 2004
4600-COMMUNITY&ECON.DEV.DEPARTMENT				
4411-REDEVELOPMENT AGENCY ADMIN.				
REDEVELOPMENT DIRECTOR	1.00	1.00	1.00	0.00
REDEVELOPMENT PROJECT MANAGER	1.00	2.00	1.00	1.00
REDEVELOPMENT SPECIALIST	1.00	1.00	1.00	0.00
SENIOR SECRETARY	1.00	1.00	1.00	0.00
Activity Totals	4.00	5.00	4.00	1.00

HAYWARD REDEVELOPMENT AGENCY FUND

	2001/2002 ACTUAL	2002/2003 ADJUSTED BUDGET	2003/2004 ADOPTED BUDGET
ESTIMATED REVENUES			
PROPERTY TAXES	2,982,537	2,508,689	3,897,465
INTEREST INCOME	198,013	149,729	107,000
BUILDING RENTAL	0	166,000	0
SALE OF LAND	0	0	0
OTHER REVENUE	126,577	0	0
	-----	-----	-----
TOTAL REVENUE	3,307,127	2,824,418	4,004,465
TRANSFERS FROM OTHER FUNDS			
TOTAL-DETAIL ON NEXT PAGE	3,470,000	0	0
	-----	-----	-----
TOTAL FUNDS AVAILABLE	6,777,127	2,824,418	4,004,465
	-----	-----	-----
OPERATING REQUIREMENTS			
EMPLOYEE SERVICES	310,590	461,966	400,129
MAINTENANCE & UTILITIES	1,529	1,910	1,910
SUPPLIES & SERVICES	528,163	2,420,686	1,393,776
CAPITAL EXPENSE	0	0	0
NET EXPENSE TRANSFERS	1,871-	0	0
CAPITAL PROJECTS	541,749	660,000	0
	-----	-----	-----
SUBTOTAL	1,380,160	3,544,562	1,795,815
TRANSFERS TO OTHER FUNDS			
TOTAL-DETAIL ON NEXT PAGE	1,777,827	3,751,197	2,439,011
	-----	-----	-----
TOTAL FUNDS REQUIRED	3,157,987	7,295,759	4,234,826
	-----	-----	-----
EXCESS REVENUE<EXPENDITURES>	3,619,140 <	4,471,341><	230,361>
BEGINNING FUND BALANCE	5,551,100	9,170,240	4,698,899
	-----	-----	-----
ENDING FUND BALANCE	9,170,240	4,698,899	4,468,538
	=====	=====	=====

HAYWARD REDEVELOPMENT AGENCY FUND

	2001/2002 ACTUAL	2002/2003 ADJUSTED BUDGET	2003/2004 ADOPTED BUDGET
TRANSFERS FROM OTHER FUNDS			
GENERAL FUND (LOAN)	3,470,000	0	0
	-----	-----	-----
TOTAL	3,470,000	0	0
	=====	=====	=====
TRANSFERS TO OTHER FUNDS			
COST ALLOC TO GENERAL FUND	249,768	312,536	337,539
TRANSFER TO CAPITAL PROJECTS	0	2,350,000	0
LIABILITY INSURANCE ALLOC	4,561	4,645	4,645
D/S - TABS TO HRA DEBT SVC	541,156	543,506	544,876
TRANSF TO CAPITAL IMPROV FUND	530,000	0	0
TRANSF TO LOW & MOD HOUSING	180,000	0	0
TRANSF TO DOWNTOWN BUS IMPROV	35,000	35,000	35,000
D/S HRA LOAN FROM W/C	0	0	432,348
D/S SEWER & WATER LOANS	0	0	880,162
D/S -SIDEWALK/STREETSCAPE	225,942	0	71,297
D/S -SIDEWALK ASSESS DISTRICT	0	225,942	0
D/S -LOW & MOD LOAN PAYBACK	0	270,668	133,144
MISC TRANSF - D/S 1996 TABS	6,050	4,800	0
MISC TRSFR TO WTR IMPRVMT FD	3,210	2,460	0
MISC TRSFR TO WTR REPLCMT FD	2,140	1,640	0
	-----	-----	-----
TOTAL	1,777,827	3,751,197	2,439,011
	=====	=====	=====

LOW AND MODERATE INCOME HOUSING FUND

- Provides assistance to first time homebuyers, rehabilitation of residences, gap financing, and acquisition, demolition, and new construction of rental or ownership housing.

Revenue Overview

Twenty percent of the property tax revenues allocated to the Redevelopment Agency are required to be set-aside into a special fund for housing activities that assist low and moderate-income households.

Redevelopment Agency Low and Moderate Income Housing Program

The Low and Moderate Income Housing Fund provides housing assistance within and outside of the Redevelopment Area. Eligible activities include: assistance to first-time homebuyers; rehabilitation of single family and multifamily residences; gap financing for affordable housing; and acquisition, demolition, and new construction of rental or ownership housing.

2001-03 ACCOMPLISHMENTS

1. Conducted a total of 40 first time homebuyer workshops; 32 in English and eight in Spanish, attended by 625 potential homebuyers. A total of 15 loans were completed.
2. Entered into Disposition and Development Agreement with the Olson Company for 46-unit development, 22 units of which will be affordable to moderate-income households.

2003-04 OBJECTIVES

1. Conduct at least 15 first-time homebuyer workshops; 11 in English and four in Spanish.
2. Make at least 15 first-time homebuyer loans.
3. Initiate construction of 46-unit housing development on Site Four.

FUND SUMMARY BY EXPENDITURE CATEGORY

452 & 453

LOW & MODERATE HOUSING FUND

	2001/2002 ACTUAL	2002/2003 ADJUSTED BUDGET	2003/2004 ADOPTED BUDGET
EMPLOYEE SERVICES	123,932	131,807	143,723
MAINTENANCE & UTILITIES	0	200	190
SUPPLIES & SERVICES	368,166	227,691	386,205
CAPITAL EXPENSE	0	0	0
	-----	-----	-----
SUBTOTAL	492,098	359,698	530,118
NET INTERDEPARTMENTAL	17,919	40,166	33,233
	-----	-----	-----
TOTAL	510,017	399,864	563,351
	=====	=====	=====

**AUTHORIZED PERSONNEL
BUDGET YEAR 2003/2004**

452-LOW & MODERATE HOUSING FUND

	Authorized 2001/ 2002	2002/ 2003	Adopted 2003/ 2004	Frozen 2003/ 2004
4600-COMMUNITY&ECON.DEV.DEPARTMENT				
4452-HOMEOWNERSHIP PROGRAM				
HOME OWNERSHIP COORDINATOR	1.00	1.00	1.00	0.00
SECRETARY	1.00	1.00	1.00	0.00
Activity Totals	2.00	2.00	2.00	0.00

LOW AND MODERATE HOUSING FUND

	2001/2002 ACTUAL	2002/2003 ADJUSTED BUDGET	2003/2004 ADOPTED BUDGET
ESTIMATED REVENUES			
PROPERTY TAX	745,634	380,160	974,366
INTEREST EARNED	45,475	211,000	166,000
OTHER REVENUE	318,753	70,000	38,000
	-----	-----	-----
TOTAL REVENUE	1,109,862	661,160	1,178,366
TRANSFERS FROM OTHER FUNDS			
TOTAL-DETAIL ON NEXT PAGE	180,000	270,668	133,144
	-----	-----	-----
TOTAL FUNDS AVAILABLE	1,289,862	931,828	1,311,510
	-----	-----	-----
OPERATING REQUIREMENTS			
EMPLOYEE SERVICES	123,932	131,807	143,723
MAINTENANCE & UTILITIES	0	200	190
SUPPLIES & SERVICES	368,166	227,691	386,205
CAPITAL EXPENSE	0	0	0
NET EXPENSE TRANSFERS	17,919	40,166	33,233
	-----	-----	-----
SUBTOTAL	510,017	399,864	563,351
TRANSFERS TO OTHER FUNDS			
TOTAL-DETAIL ON NEXT PAGE	46,209	45,418	49,906
CAPITAL PROJECTS	46,771	0	0
	-----	-----	-----
TOTAL FUNDS REQUIRED	602,997	445,282	613,257
	-----	-----	-----
EXCESS REVENUE<EXPENDITURE>	686,865	486,546	698,253
BEGINNING FUND BALANCE	4,051,211	4,738,076	5,224,622
	-----	-----	-----
ENDING FUND BALANCE	4,738,076	5,224,622	5,922,875
	=====	=====	=====

LOW AND MODERATE HOUSING FUND

	2001/2002 ACTUAL	2002/2003 ADJUSTED BUDGET	2003/2004 ADOPTED BUDGET
TRANSFERS FROM OTHER FUNDS			
LOW & MOD HOUSING FROM HRA	180,000	0	0
D/S -LOW & MOD LOAN PAYBACK	0	270,668	133,144
	-----	-----	-----
TOTAL	180,000	270,668	133,144
	=====	=====	=====
TRANSFERS TO OTHER FUNDS			
COST ALLOC TO GENERAL FUND	46,209	45,418	49,906
	-----	-----	-----
TOTAL	46,209	45,418	49,906
	=====	=====	=====

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Special Revenue Funds

Special Revenue Funds are used to account for revenue sources for which expenditures are restricted, by law or administrative action, to specified purposes.

FUND DESCRIPTIONS

- **Housing and Homeownership Funds** – Consolidation of the funds that include the monies associated with the City's housing effort. In this group are 1) the Housing Mortgage Revenue Bond Fund for the Affordable Housing Program, 2) the Redevelopment Agency Low and Moderate Housing Fund, 3) HOME Investment Partnership Fund, and 4) the Community Development Block Grant Housing Conservation Programs.
- **Community Development Block Grant Fund** - Monies received from the U.S. Department of Housing and Urban Development. Activities include providing housing, neighborhood facilities, and economic development serving low and moderate-income residents and downtown commercial building facade improvements.
- **Small Business Economic Development Loan Fund** - Monies received through the Community Development Block Grant used for loans to assist small businesses and generate new employment for low and moderate-income residents.
- **Downtown Business Improvement Fund** - Assessments levied on businesses in the Downtown Hayward Business Improvement Area and contracted to the Hayward Downtown Association for implementation of programs and activities to enhance the district as a shopping and business center.
- **Recycling Fund** - Revenue received from County Measure D funds, curbside recycling and multi-family recycling service fees, and grants, which is used for the City's recycling programs.
- **Narcotics Asset Seizure Fund** - Funds received pursuant to narcotic and seizure law that are restricted to support identified law enforcement activities.
- **Citizen's Option For Public Safety Fund** - State legislation allocation that provides resources to fight crime and protect public safety at the local level, utilizing front line law enforcement services.
- **Local Law Enforcement Block Grant Funds** - Monies received as a block grant from the Department of Justice, Bureau of Justice Assistance, to support law enforcement, especially in those activities related to schools and education.

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Special Revenue

Community and Economic Development Department

HOUSING AND HOMEOWNERSHIP FUNDS

- All housing and homeownership assistance components have been brought together under one section.

To underscore the City's commitment to housing, particularly homeownership in the City, all housing and homeownership assistance programs are shown together in this section of the budget, although they several different funds. This multifaceted approach includes funds available from the Redevelopment Agency, Mortgage Revenue Bonds, and various Federal funding sources for housing activities. The remainder of the Special Revenue Funds section will describe more specifically the expenditure restrictions associated with the use of some of the funds. However, for ease of presentation, the housing and homeownership programs include:

- Affordable Housing Program
- HOME Investment Partnership Fund
- Redevelopment Agency Low and Moderate Housing Fund
- Housing Conservation Programs
- Affordable Housing Development and Preservation

Special Revenue

Community and Economic Development Department

HOUSING MORTGAGE REVENUE BOND FUND

- This fund collects fees for the issuance of tax-exempt multifamily mortgage revenue bonds and monitoring bond-financed apartment developments.

Revenue Overview

The Housing Mortgage Revenue Bond Fund supports the City's Affordable Housing Program. The revenue source for the fund are fees paid by developers of multi-family rental housing as reimbursement to the City for costs related to bond issuance and program monitoring.

Neighborhood and Economic Development Division AFFORDABLE HOUSING PROGRAM

The aim of the Affordable Housing Program is to increase the supply of high quality affordable housing in Hayward. Staff works with other City departments to recommend policies, programs and ordinances to promote housing affordability. Staff reviews proposals for the development of new housing, and works with non-profit housing developers, other development entities, business interests, State and county programs, and others to develop single-family and multi-family housing that meets the aims of City housing and redevelopment programs. Staff also monitors the Mortgage Revenue Bond Program's multi-family mortgage revenue bond projects and provides training to property management staff on those developments.

In addition, the City participates in the HOME Consortium with Alameda County (as lead agency) and all cities in Alameda County (except Berkeley and Oakland) to obtain approximately \$460,000 annually in HOME Investment Partnerships Program funds. Staff produces the City's Action Plan and the Consolidated Annual Performance and Evaluation Report (CAPER) for HOME Funds for the Alameda County HOME Consortium's Consolidated Plan and the CAPER for Non-HOME Funds in cooperation with the CDBG Administration Program.

2001-03 ACCOMPLISHMENTS

1. Submitted draft Housing Element to the State of California, Department of Housing and Community Development. Comments received from the State are being incorporated into the final draft.
2. Monitored the rehabilitation of the Tennyson Gardens Apartments and continue to monitor the on-going management of this complex.

2003-04 OBJECTIVES

1. Provide funding to assist Eden Housing, Inc. in financing the construction of 50-75 units of rental housing affordable to very low-income households.
2. Implement the Inclusionary Housing Ordinance as approved by City Council.

FUND SUMMARY BY EXPENDITURE CATEGORY

245

HOUSING MORTGAGE BOND FUND

	2001/2002 ACTUAL	2002/2003 ADJUSTED BUDGET	2003/2004 ADOPTED BUDGET
EMPLOYEE SERVICES	83,625	84,703	90,526
MAINTENANCE & UTILITIES	0	200	190
SUPPLIES & SERVICES	8,697	36,151	34,343
CAPITAL EXPENSE	0	0	0
	-----	-----	-----
SUBTOTAL	92,322	121,054	125,059
NET INTERDEPARTMENTAL	12,087-	1,390-	6,167
	-----	-----	-----
TOTAL	80,235	119,664	131,226
	=====	=====	=====

**AUTHORIZED PERSONNEL
BUDGET YEAR 2003/2004**

245-HOUSING MORTGAGE BOND FUND

	Authorized 2001/ 2002	2002/ 2003	Adopted 2003/ 2004	Frozen 2003/ 2004
4600-COMMUNITY&ECON.DEV.DEPARTMENT				
4501-AFFORDABLE HOUSING DEVELOPMENT				
HOUSING DEVELOPMENT SPECIALIST	1.00	1.00	1.00	0.00
Activity Totals	1.00	1.00	1.00	0.00

HOUSING MORTGAGE REVENUE BOND FUND

	2001/2002 ACTUAL	2002/2003 ADJUSTED BUDGET	2003/2004 ADOPTED BUDGET
ESTIMATED REVENUES			
INTEREST EARNED	44,244	35,000	20,000
OTHER REVENUE	108,820	99,563	115,688
	-----	-----	-----
TOTAL REVENUE	153,064	134,563	135,688
TRANSFERS FROM OTHER FUNDS			
TOTAL-DETAIL ON NEXT PAGE	0	0	0
	-----	-----	-----
TOTAL FUNDS AVAILABLE	153,064	134,563	135,688
	-----	-----	-----
OPERATING REQUIREMENTS			
EMPLOYEE SERVICES	83,625	84,703	90,526
MAINTENANCE & UTILITIES	0	200	190
SUPPLIES & SERVICES	8,697	36,151	34,343
CAPITAL EXPENSE	0	0	0
NET EXPENSE TRANSFERS	12,087-	1,390-	6,167
	-----	-----	-----
SUBTOTAL	80,235	119,664	131,226
TRANSFERS TO OTHER FUNDS			
TOTAL-DETAIL ON NEXT PAGE	1,140	1,161	1,161
	-----	-----	-----
CAPITAL PROJECTS	0	0	0
	-----	-----	-----
TOTAL FUNDS REQUIRED	81,375	120,825	132,387
	-----	-----	-----
EXCESS REVENUE<EXPENDITURE>	71,689	13,738	3,301
	-----	-----	-----
BEGINNING FUND BALANCE	910,089	981,778	995,516
	-----	-----	-----
ENDING FUND BALANCE	981,778	995,516	998,817
	=====	=====	=====

HOUSING MORTGAGE REVENUE BOND FUND

	2001/2002 ACTUAL	2002/2003 ADJUSTED BUDGET	2003/2004 ADOPTED BUDGET
TRANSFERS FROM OTHER FUNDS			
	-----	-----	-----
TOTAL	0	0	0
	=====	=====	=====
TRANSFERS TO OTHER FUNDS			
LIABILITY INSURANCE ALLOC	1,140	1,161	1,161
	-----	-----	-----
TOTAL	1,140	1,161	1,161
	=====	=====	=====

Special Revenue

Community and Economic Development Department

LOW AND MODERATE INCOME HOUSING FUND

- Provides assistance to first time homebuyers, rehabilitation of residences, gap financing, and acquisition, demolition, and new construction of rental or ownership housing.

Revenue Overview

Twenty percent of the property tax revenues allocated to the Redevelopment Agency are required to be set-aside into a special fund for housing activities that assist low and moderate-income households.

Redevelopment Agency

Low and Moderate Income Housing Program

The Low and Moderate Income Housing Fund provides housing assistance within and outside of the Redevelopment Area. Eligible activities include: assistance to first-time homebuyers; rehabilitation of single family and multifamily residences; gap financing for affordable housing; and acquisition, demolition, and new construction of rental or ownership housing. The personnel and fund summary are located in the Redevelopment Agency section of the budget.

2001-03 ACCOMPLISHMENTS

1. Conducted a total of 40 first time homebuyer workshops; 32 in English and eight in Spanish, attended by 625 potential homebuyers. A total of 15 loans were completed.
2. Entered into Disposition and Development Agreement with the Olson Company for 46-unit development, 22 units of which will be affordable to moderate-income households.

2003-04 OBJECTIVES

1. Conduct at least 15 first-time homebuyer workshops; 11 in English and four in Spanish.
2. Make at least 15 first-time homebuyer loans.
3. Initiate construction of 46-unit housing development on Site Four.

FUND SUMMARY BY EXPENDITURE CATEGORY

452 & 453

LOW & MODERATE HOUSING FUND

	2001/2002 ACTUAL	2002/2003 ADJUSTED BUDGET	2003/2004 ADOPTED BUDGET
EMPLOYEE SERVICES	123,932	131,807	143,723
MAINTENANCE & UTILITIES	0	200	190
SUPPLIES & SERVICES	289,222	27,691	186,205
CAPITAL EXPENSE	0	0	0
	-----	-----	-----
SUBTOTAL	413,154	159,698	330,118
NET INTERDEPARTMENTAL	17,919	40,166	33,233
	-----	-----	-----
TOTAL	431,073 =====	199,864 =====	363,351 =====

**AUTHORIZED PERSONNEL
BUDGET YEAR 2003/2004**

452-LOW & MODERATE HOUSING FUND

	Authorized 2001/ 2002	2002/ 2003	Adopted 2003/ 2004	Frozen 2003/ 2004
4600-COMMUNITY&ECON.DEV.DEPARTMENT				
HOME OWNERSHIP COORDINATOR	1.00	1.00	1.00	0.00
SECRETARY	1.00	1.00	1.00	0.00
Department Totals	2.00	2.00	2.00	0.00

LOW AND MODERATE HOUSING FUND

	2001/2002 ACTUAL	2002/2003 ADJUSTED BUDGET	2003/2004 ADOPTED BUDGET
ESTIMATED REVENUES			
PROPERTY TAX	745,634	380,160	974,366
INTEREST EARNED	45,475	211,000	166,000
OTHER REVENUE	318,753	70,000	38,000
	-----	-----	-----
TOTAL REVENUE	1,109,862	661,160	1,178,366
TRANSFERS FROM OTHER FUNDS			
TOTAL-DETAIL ON NEXT PAGE	180,000	270,668	133,144
	-----	-----	-----
TOTAL FUNDS AVAILABLE	1,289,862	931,828	1,311,510
	-----	-----	-----
OPERATING REQUIREMENTS			
EMPLOYEE SERVICES	123,932	131,807	143,723
MAINTENANCE & UTILITIES	0	200	190
SUPPLIES & SERVICES	368,166	227,691	386,205
CAPITAL EXPENSE	0	0	0
NET EXPENSE TRANSFERS	17,919	40,166	33,233
	-----	-----	-----
SUBTOTAL	510,017	399,864	563,351
TRANSFERS TO OTHER FUNDS			
TOTAL-DETAIL ON NEXT PAGE	46,209	45,418	49,906
CAPITAL PROJECTS	46,771	0	0
	-----	-----	-----
TOTAL FUNDS REQUIRED	602,997	445,282	613,257
	-----	-----	-----
EXCESS REVENUE<EXPENDITURE>	686,865	486,546	698,253
BEGINNING FUND BALANCE	4,051,211	4,738,076	5,224,622
	-----	-----	-----
ENDING FUND BALANCE	4,738,076	5,224,622	5,922,875
	=====	=====	=====

LOW AND MODERATE HOUSING FUND

	2001/2002 ACTUAL	2002/2003 ADJUSTED BUDGET	2003/2004 ADOPTED BUDGET
TRANSFERS FROM OTHER FUNDS			
LOW & MOD HOUSING FROM HRA	180,000	0	0
D/S -LOW & MOD LOAN PAYBACK	0	270,668	133,144
	-----	-----	-----
TOTAL	180,000	270,668	133,144
	=====	=====	=====
TRANSFERS TO OTHER FUNDS			
COST ALLOC TO GENERAL FUND	46,209	45,418	49,906
	-----	-----	-----
TOTAL	46,209	45,418	49,906
	=====	=====	=====

Special Revenue

Community and Economic Development Department

HOUSING CONSERVATION PROGRAMS FUND

- Program designed to assist eligible lower-income owner-occupants with rehabilitation and home repair.

Revenue Overview

See Revenue Overview for Community Development Block Grant Fund.

Neighborhood and Economic Development Division HOUSING AND CONSERVATION PROGRAM

The City-operated Housing and Conservation Program consists of the Housing Rehabilitation Loan Program (HRLP) and the Senior Minor Home Repair Program (MHRP). Both are supported by Community Development Block Grant (CDBG) funds.

HRLP is designed to assist eligible low and moderate-income owner-occupants with the rehabilitation of their properties for code compliance and general property improvements. The program offers loans and technical assistance to low and moderate-income, elderly, and disabled homeowners. Financial assistance packages consist of low interest, deferred payment loans and amortized bank loans to owners of conventional homes and mobile homes. The program also provides disabled accessibility grants to owners willing to rent to disabled tenants and deferred loans to make their homes accessible for disabled homeowners.

MHRP provides emergency repair services to low and very low-income seniors and disabled persons throughout Hayward. Services include: a complete home inspection, a deficiency list of repairs needed, construction monitoring, final inspection and payment to the contractor. Grants for repairs are provided to eligible owners of conventional and mobile homes.

2001-03 ACCOMPLISHMENTS

1. Completed 21 single-family owner-occupied rehabilitation projects in 2001-02.
2. Provided Hayward home and mobile home owners with 56 minor home repairs in 2001-02; the number of owners served was lower than anticipated due the fact that more repairs per house were completed than in prior years.
3. Completed 15 rehabilitation loans and provided Hayward home and mobile home owners with approximately 40 minor home repairs in 2002-03, due to a nine-month vacancy of a Rehabilitation Specialist.

2003-04 OBJECTIVES

1. Complete 20 single-family owner-occupied rehabilitation projects.
2. Provide Hayward conventional home and mobile homeowners with 55 minor home repairs.

FUND: COMMUNITY DEV.BLOCK GRANT FUND FUND NUMBER: 225-4206
PROGRAM MANAGER: NEIGHBORHOOD & ECON DEVEL MGR

DIVISION SUMMARY BY EXPENDITURE CATEGORY

HOUSING CONSERVATION PROGRAMS

	2001/2002 ACTUAL	2002/2003 ADJUSTED BUDGET	2003/2004 ADOPTED BUDGET
EMPLOYEE SERVICES	232,100	207,527	230,422
MAINTENANCE & UTILITIES	372	350	332
SUPPLIES & SERVICES	558,999	602,251	595,696
CAPITAL EXPENSE	0	0	0
	-----	-----	-----
SUBTOTAL	791,471	810,128	826,450
NET INTERDEPARTMENTAL	58,017-	2,123	46,558
	-----	-----	-----
TOTAL	733,454	812,251	873,008
	=====	=====	=====

**AUTHORIZED PERSONNEL
BUDGET YEAR 2003/2004**

225-COMMUNITY DEV.BLOCK GRANT FUND

	Authorized 2001/ 2002	2002/ 2003	Adopted 2003/ 2004	Frozen 2003/ 2004
4206-HOUSING CONSERVATION PROGRAMS				
PROPERTY REHABILITATION SPECIALIST	3.00	2.00	2.00	0.00
SECRETARY	1.00	1.00	1.00	0.00
Division Totals	4.00	3.00	3.00	0.00

Special Revenue Fund

Community and Economic Development Department

SMALL BUSINESS ECONOMIC DEVELOPMENT LOAN FUND

- Program provides "gap" financing to qualified businesses in order to create Hayward jobs for lower-income individuals.

Revenue Overview

This fund was originally created with Community Development Block Grant monies. Revenues to the fund now come from loan repayments and additional allocations from the Community Development Block Grant Fund.

Neighborhood and Economic Development Division

SMALL BUSINESS ECONOMIC DEVELOPMENT REVOLVING LOAN PROGRAM

The Small Business Economic Development Revolving Loan Program provides loans to qualified businesses in Hayward to create job opportunities for low and moderate-income Hayward residents. Special incentives are provided for businesses that serve Community Development Block Grant (CDBG) designated target neighborhoods. Loans may be used for façade improvements, equipment acquisition, leasehold improvements, working capital, and real estate acquisition/rehabilitation for owner-occupants. Businesses must be able to raise partial financing through loans and/or equity infusion, since Revolving Loan Program funds represent "gap" financing for projects. The Program also provides technical assistance about financing for business development, retention, and expansion.

2001-03 ACCOMPLISHMENTS

1. Loaned \$100,000 to an existing Hayward Brewpub/Restaurant for expansion in downtown, and 15 jobs were added.
2. Leveraged approximately \$450,000 in private sector loans for a local brewpub expansion loan.
3. Loaned \$200,000 for kitchen equipment to three local restaurants; expect to add approximately 12 jobs when the restaurants are opened.
4. Leveraged at least \$150,000 in private sector loans for a new local restaurant.

2003-04 OBJECTIVES

1. Loan at least \$150,000 for small business expansion; leveraging at least \$150,000 in private sector funds.

FUND SUMMARY BY EXPENDITURE CATEGORY

227

SM.BUS.ECON.DEV.REV.LOAN PROGR

	2001/2002 ACTUAL	2002/2003 ADJUSTED BUDGET	2003/2004 ADOPTED BUDGET
EMPLOYEE SERVICES	74,165	86,995	94,606
MAINTENANCE & UTILITIES	0	200	190
SUPPLIES & SERVICES	93,832	234,535	234,482
CAPITAL EXPENSE	0	0	0
	-----	-----	-----
SUBTOTAL	167,997	321,730	329,278
NET INTERDEPARTMENTAL	10,912	25,487	12,431
	-----	-----	-----
TOTAL	178,909	347,217	341,709
	=====	=====	=====

**AUTHORIZED PERSONNEL
BUDGET YEAR 2003/2004**

227-SM.BUS.ECON.DEV.REV.LOAN PROGR

	Authorized 2001/ 2002	2002/ 2003	Adopted 2003/ 2004	Frozen 2003/ 2004
4600-COMMUNITY&ECON.DEV.DEPARTMENT				
ECONOMIC DEVELOPMENT SPECIALIST	1.00	1.00	1.00	0.00
Department Totals	1.00	1.00	1.00	0.00

SMALL BUSINESS ECONOMIC DEVELOPMENT REVOLVING LOAN FUND

	2001/2002 ACTUAL	2002/2003 ADJUSTED BUDGET	2003/2004 ADOPTED BUDGET
ESTIMATED REVENUES			
INTEREST EARNED	10,805	5,000	3,000
OTHER REVENUE	113,846	350,000	650,000
	-----	-----	-----
TOTAL REVENUE	124,651	355,000	653,000
TRANSFERS FROM OTHER FUNDS			
TOTAL-DETAIL ON NEXT PAGE	0	0	0
	-----	-----	-----
TOTAL FUNDS AVAILABLE	124,651	355,000	653,000
	-----	-----	-----
OPERATING REQUIREMENTS			
EMPLOYEE SERVICES	74,165	86,995	94,606
MAINTENANCE & UTILITIES	0	200	190
SUPPLIES & SERVICES	93,832	234,535	234,482
CAPITAL EXPENSE	0	0	0
NET EXPENSE TRANSFERS	10,912	25,487	12,431
	-----	-----	-----
SUBTOTAL	178,909	347,217	341,709
TRANSFERS TO OTHER FUNDS			
TOTAL-DETAIL ON NEXT PAGE	0	0	0
	-----	-----	-----
CAPITAL PROJECTS	0	0	0
	-----	-----	-----
TOTAL FUNDS REQUIRED	178,909	347,217	341,709
	-----	-----	-----
EXCESS REVENUE<EXPENDITURES>	< 54,258>	7,783	311,291
BEGINNING FUND BALANCE	177,470	123,212	130,995
	-----	-----	-----
ENDING FUND BALANCE	123,212	130,995	442,286
	=====	=====	=====

SMALL BUSINESS ECONOMIC DEVELOPMENT REVOLVING LOAN FUND

	2001/2002 ACTUAL	2002/2003 ADJUSTED BUDGET	2003/2004 ADOPTED BUDGET
TRANSFERS FROM OTHER FUNDS			
	-----	-----	-----
TOTAL	0	0	0
	=====	=====	=====
TRANSFERS TO OTHER FUNDS			
	-----	-----	-----
TOTAL	0	0	0
	=====	=====	=====

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Special Revenue Fund

Community and Economic Development Department

COMMUNITY DEVELOPMENT BLOCK GRANT FUND

- Federal block grant that focuses on providing decent housing, revitalized neighborhoods, and expanded economic opportunities for persons of low and moderate income.

Revenue Overview

This fund accounts for monies received from the United States Department of Housing and Urban Development (HUD). The City is an entitlement grantee and receives an annual allocation of funds. In addition, funds from repayments of Community Development Block Grant (CDBG) loans are placed in this fund and are used on a "last-in, first-out" basis in accordance with federal regulations. The majority of the fund's revenue is the annual entitlement grant from HUD (\$2.13 million anticipated for 2003-04).

The Block Grant Fund supports several City programs: CDBG Administrative Program, which administers grant funds and monitors recipient agencies for compliance with program guidelines; the Housing Conservation Programs, which provide minor home repairs for the elderly and disabled, and loans and technical assistance for lower income homeowners to enable them to rehabilitate their property; and the Facade Rebate Program, which provides rebates to upgrade the exteriors of downtown commercial buildings.

Neighborhood and Economic Development Division

COMMUNITY DEVELOPMENT BLOCK GRANT ADMINISTRATION PROGRAM

The CDBG Program, funded through HUD, focuses on providing decent housing, revitalized neighborhoods, and expanded economic opportunities for persons of low to moderate income. Eligible uses of CDBG funds include construction of affordable housing and housing rehabilitation, neighborhood facilities and improvements, public services, and economic development. Additionally, funds are used to upgrade commercial building facades in the downtown.

Technical assistance is provided to prospective applicants and funded agencies to enable them to compete for CDBG funding and, when funded, to administer program activities within HUD and City guidelines. Staff administers the program and ensures that all Federal requirements are met. Staff negotiates work programs with nonprofit agencies, conducts site visits, monitors monthly reimbursement requests, and provides technical assistance to nonprofit organizations receiving CDBG funds. Staff also provides support to the Citizens Advisory Commission.

2001-03 ACCOMPLISHMENTS

1. Provided funds to Kidango, a nonprofit childcare provider, to upgrade playground structures to meet new licensing requirements at three sites in Hayward that serve children from low-income families. Resilient ground surfaces and plays structure components for all three sites will be in place by the end of fiscal year 2003.
2. Initiated the Neighborhood Partnership Program to focus City resources on the Harder-Tennyson area, to assist community residents to improve their quality of life. Although this objective was funded through the City's General Fund, several efforts are coordinated with CDBG.

Special Revenue Fund**Community and Economic Development Department****2003-04 OBJECTIVES**

1. Provide grants to nonprofit organizations for the construction of affordable housing and housing rehabilitation, neighborhood facilities and improvements, public services, economic development, and to upgrade commercial building facades in the downtown.

Organizations receiving Community Development Block Grant Funds include:

Community Organization/Activity	2001-02	2002-03	2003-04
Alameda County Community Foodbank	\$20,000	\$30,000	\$ 30,000
BACS – Hedco House	\$0	\$0	\$47,000
City of Hayward: Housing Rehabilitation Loan Program	\$537,000	\$575,000	\$575,000
City of Hayward: Minor Home Repair Program	\$225,000	\$300,000	\$300,000
Community Resources for Independent Living (CRIL)	\$40,000	\$0	\$148,500
Downtown Façade Rebate Program	\$0	\$0	\$95,000
ECHO	\$125,000	\$149,078	\$145,000
Eden Housing	\$0	\$0	\$350,000
Emergency Shelter Program	\$18,920	\$37,422	\$88,200
Family Violence Law Center	\$30,000	\$50,000	\$60,000
FESCO	\$100,000	\$42,000	\$35,000
Hayward Community Gardens	\$15,000	\$25,000	\$25,000
Planned Parenthood Golden Gate	\$70,000	\$150,000	\$25,000
SAVE - WINGS	\$50,000	\$66,329	\$249,300
Women of Faith [in] Recovery Homes	\$0	\$0	\$150,000
TOTAL	\$1,230,920	\$1,424,829	\$2,323,000

Alameda County Community Foodbank – Provides food for low-income people, food pantries and homeless shelters.

BACS – Hedco House – Provides structured day program for adults with severe and persistent mental disabilities.

City of Hayward: Housing Rehabilitation Loan Program – Provides deferred loans for housing rehabilitation to low-income Hayward homeowners and accessibility grants to remove architectural barriers.

City of Hayward: Minor Home Repair Program - Provides minor home repair grants to low-income Hayward homeowners.

Community Resources for Independent Living (CRIL) – Provides housing counseling and placement services for Hayward residents who have disabilities.

Special Revenue Fund

Community and Economic Development Department

Downtown Façade Rebate Program – Provides rebates to property owners to wash and paint their buildings, take down broken or abandoned signs and replace deteriorated awnings.

ECHO – Provides fair housing counseling, landlord-tenant, and rental assistance programs.

Eden Housing – Non-profit developer of affordable housing.

Emergency Shelter Program (ESP) – Provides shelter for female survivors of domestic violence, for homeless women and their children.

Family Violence Law Center - Provides in-court legal representation to plaintiffs in domestic violence cases and overnight emergency response in Hayward to incidents of domestic violence.

FESCO –Provides shelter to homeless families (including two parent families) located in Hayward.

Hayward Community Gardens – Provides opportunities to grow food for low-income Hayward residents to supplement their grocery budgets.

Planned Parenthood – Operates the Hayward Health Center to provide health services to low income individuals.

SAVE/WINGS - Provides below-market transitional housing and support services to female survivors of domestic violence and their children.

Women of Faith [in] Recovery Home – Provides residential substance abuse treatment for women.

FUND SUMMARY BY EXPENDITURE CATEGORY

225

COMMUNITY DEV.BLOCK GRANT FUND

	2001/2002 ACTUAL	2002/2003 ADJUSTED BUDGET	2003/2004 ADOPTED BUDGET
EMPLOYEE SERVICES	443,015	601,770	569,503
MAINTENANCE & UTILITIES	1,083	1,411	1,340
SUPPLIES & SERVICES	637,910	2,774,275	1,990,577
CAPITAL EXPENSE	0	4,250	0
	-----	-----	-----
SUBTOTAL	1,082,008	3,381,706	2,561,420
NET INTERDEPARTMENTAL	1,100,507	621,801	188,134
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TOTAL	2,182,515	4,003,507	2,749,554
	=====	=====	=====

**AUTHORIZED PERSONNEL
BUDGET YEAR 2003/2004**

225-COMMUNITY DEV.BLOCK GRANT FUND

	Authorized		Adopted	Frozen
	2001/ 2002	2002/ 2003	2003/ 2004	2003/ 2004
4600-COMMUNITY&ECON.DEV.DEPARTMENT				
ECONOMIC DEVELOPMENT SPECIALIST	1.00	1.00	1.00	0.00
SR PROPERTY REHABILITATION SPECIALIST	0.00	1.00	1.00	0.00
COMMUNITY PROGRAMS SPECIALIST	1.00	1.00	1.00	0.00
COMMUNITY DEVELOPMENT SPECIALIST	1.00	1.00	1.00	0.00
PROPERTY REHABILITATION SPECIALIST	3.00	2.00	2.00	0.00
SENIOR SECRETARY	1.00	0.00	0.00	0.00
SECRETARY	1.00	1.00	1.00	0.00
ADMINISTRATIVE INTERN	0.50	0.50	0.00	0.50
Department Totals	8.50	7.50	7.00	0.50

FUND: COMMUNITY DEV.BLOCK GRANT FUND FUND NUMBER: 225-4200
PROGRAM MANAGER: NEIGHBORHOOD & ECON DEVEL MGR

DIVISION SUMMARY BY EXPENDITURE CATEGORY

COMMUNITY BLOCK GRANT DIVISION

	2001/2002 ACTUAL	2002/2003 ADJUSTED BUDGET	2003/2004 ADOPTED BUDGET
EMPLOYEE SERVICES	210,915	394,243	339,081
MAINTENANCE & UTILITIES	711	1,061	1,008
SUPPLIES & SERVICES	78,911	2,172,024	1,394,881
CAPITAL EXPENSE	0	4,250	0
	-----	-----	-----
SUBTOTAL	290,537	2,571,578	1,734,970
NET INTERDEPARTMENTAL	1,158,524	619,678	141,576
	-----	-----	-----
TOTAL	1,449,061	3,191,256	1,876,546
	=====	=====	=====

**AUTHORIZED PERSONNEL
BUDGET YEAR 2003/2004**

225-COMMUNITY DEV.BLOCK GRANT FUND

	Authorized 2001/ 2002	2002/ 2003	Adopted 2003/ 2004	Frozen 2003/ 2004
4200-COMMUNITY BLOCK GRANT DIVISION				
ECONOMIC DEVELOPMENT SPECIALIST	1.00	1.00	1.00	0.00
SR PROPERTY REHABILITATION SPECIALIST	0.00	1.00	1.00	0.00
COMMUNITY PROGRAMS SPECIALIST	1.00	1.00	1.00	0.00
COMMUNITY DEVELOPMENT SPECIALIST	1.00	1.00	1.00	0.00
SENIOR SECRETARY	1.00	0.00	0.00	0.00
ADMINISTRATIVE INTERN	0.50	0.50	0.00	0.50
Division Totals	4.50	4.50	4.00	0.50

FUND: COMMUNITY DEV.BLOCK GRANT FUND FUND NUMBER: 225-4206
PROGRAM MANAGER: NEIGHBORHOOD & ECON DEVEL MGR

DIVISION SUMMARY BY EXPENDITURE CATEGORY

HOUSING CONSERVATION PROGRAMS

	2001/2002 ACTUAL	2002/2003 ADJUSTED BUDGET	2003/2004 ADOPTED BUDGET
EMPLOYEE SERVICES	232,100	207,527	230,422
MAINTENANCE & UTILITIES	372	350	332
SUPPLIES & SERVICES	558,999	602,251	595,696
CAPITAL EXPENSE	0	0	0
	-----	-----	-----
SUBTOTAL	791,471	810,128	826,450
NET INTERDEPARTMENTAL	58,017-	2,123	46,558
	-----	-----	-----
TOTAL	733,454	812,251	873,008
	=====	=====	=====

**AUTHORIZED PERSONNEL
BUDGET YEAR 2003/2004**

225-COMMUNITY DEV.BLOCK GRANT FUND

	Authorized 2001/ 2002	2002/ 2003	Adopted 2003/ 2004	Frozen 2003/ 2004
4206-HOUSING CONSERVATION PROGRAMS				
PROPERTY REHABILITATION SPECIALIST	3.00	2.00	2.00	0.00
SECRETARY	1.00	1.00	1.00	0.00
Division Totals	4.00	3.00	3.00	0.00

COMMUNITY DEVELOPMENT BLOCK GRANT FUND

	2001/2002 ACTUAL	2002/2003 ADJUSTED BUDGET	2003/2004 ADOPTED BUDGET
ESTIMATED REVENUES			
GRANTS	1,706,213	1,802,000	2,130,000
DELAYED LOAN PAYMENTS	617,758	840,000	650,000
INTEREST EARNED	0	0	0
OTHER REVENUE	318	1,555,476	0
	-----	-----	-----
TOTAL REVENUE	2,324,289	4,197,476	2,780,000
TRANSFERS FROM OTHER FUNDS			
TOTAL-DETAIL ON NEXT PAGE	0	0	0
	-----	-----	-----
TOTAL FUNDS AVAILABLE	2,324,289	4,197,476	2,780,000
	-----	-----	-----
OPERATING REQUIREMENTS			
EMPLOYEE SERVICES	443,015	601,770	569,503
MAINTENANCE & UTILITIES	1,083	1,411	1,340
SUPPLIES & SERVICES	348,061	2,473,230	1,990,577
CAPITAL EXPENSE	0	4,250	0
NET EXPENSE TRANSFERS	1,100,507	621,801	188,134
DELAYED LOANS-RENTAL REHAB	289,849	301,045	0
DELAYED LOANS-CDBG	0	0	0
CAPITAL PROJECTS	0	0	0
	-----	-----	-----
SUBTOTAL	2,182,515	4,003,507	2,749,554
TRANSFERS TO OTHER FUNDS			
TOTAL-DETAIL ON NEXT PAGE	8,552	8,710	8,710
	-----	-----	-----
TOTAL FUNDS REQUIRED	2,191,067	4,012,217	2,758,264
	-----	-----	-----
EXCESS REVENUE<EXPENDITURES>	133,222	185,259	21,736
BEGINNING FUND BALANCE	318,481-	185,259-	0
	-----	-----	-----
ENDING FUND BALANCE	185,259-	0	21,736
	=====	=====	=====

COMMUNITY DEVELOPMENT BLOCK GRANT FUND

	2001/2002 ACTUAL	2002/2003 ADJUSTED BUDGET	2003/2004 ADOPTED BUDGET
TRANSFERS FROM OTHER FUNDS			
	-----	-----	-----
TOTAL	0	0	0
	=====	=====	=====
TRANSFERS TO OTHER FUNDS			
LIABILITY INSURANCE ALLOC	8,552	8,710	8,710
	-----	-----	-----
TOTAL	8,552	8,710	8,710
	=====	=====	=====

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Special Revenue Fund

Community and Economic Development Department

DOWNTOWN BUSINESS IMPROVEMENT FUND

- Program to enhance the downtown as a retail and business center.

Revenue Overview

Revenue to this fund is derived from assessments levied on businesses in the Downtown Hayward Business Improvement Area (BIA), which was created by the City Council in 1984. Businesses within the BIA pay an annual fee to the BIA, and all funds collected are targeted for administration of programs and events designed to enhance the downtown as a retail and business center. Assessment revenue is anticipated to be \$96,900 in 2003-04. In addition to assessment revenue, this fund receives an annual \$35,000 transfer from the Redevelopment Agency Fund to provide additional support for promotion of the downtown.

Downtown Development Division - Redevelopment Agency DOWNTOWN HAYWARD BUSINESS IMPROVEMENT AREA PROGRAM

The Downtown Hayward Business Improvement Area (BIA) provides funding to improve and promote the downtown area. Funds support physical improvement programs, advertising and promotions, and special events to bring potential new customers to the downtown. The staff of the Redevelopment Agency administers the program.

2001-03 ACCOMPLISHMENTS

1. Purchased and installed a complete new set of decorative "patriotic" banners for the banner rotation program, which enhances and creates a sense of place in the downtown.
2. Expanded the Summer Street Parties to include more activities for children to encourage families of all ages to visit the downtown.

2003-04 OBJECTIVES

1. Purchase and install one new set of downtown banners.
2. Work with Hayward Area Historical Society to revamp Antique Fair as a Hayward Heritage Festival.

FUND SUMMARY BY EXPENDITURE CATEGORY

270

DOWNTOWN BUSINESS IMPROVEMENT

	2001/2002 ACTUAL	2002/2003 ADJUSTED BUDGET	2003/2004 ADOPTED BUDGET
EMPLOYEE SERVICES	0	0	0
MAINTENANCE & UTILITIES	0	0	0
SUPPLIES & SERVICES	76,090	87,286	87,286
CAPITAL EXPENSE	0	0	0
	-----	-----	-----
SUBTOTAL	76,090	87,286	87,286
NET INTERDEPARTMENTAL	0	0	0
	-----	-----	-----
TOTAL	76,090	87,286	87,286
	=====	=====	=====

DOWNTOWN BUSINESS IMPROVEMENT FUND

	2001/2002 ACTUAL	2002/2003 ADJUSTED BUDGET	2003/2004 ADOPTED BUDGET
ESTIMATED REVENUES			
B.I.A. ASSESSMENT	52,082	45,000	48,000
INTEREST EARNED	3,782	5,000	2,000
OTHER REVENUE	0	0	0
	-----	-----	-----
TOTAL REVENUE	55,864	50,000	50,000
TRANSFERS FROM OTHER FUNDS			
TOTAL-DETAIL ON NEXT PAGE	35,000	35,000	35,000
	-----	-----	-----
TOTAL FUNDS AVAILABLE	90,864	85,000	85,000
	-----	-----	-----
OPERATING REQUIREMENTS			
EMPLOYEE SERVICES	0	0	0
MAINTENANCE & UTILITIES	0	0	0
SUPPLIES & SERVICES	76,090	87,286	87,286
CAPITAL EXPENSE	0	0	0
NET EXPENSE TRANSFERS	0	0	0
	-----	-----	-----
SUBTOTAL	76,090	87,286	87,286
TRANSFERS TO OTHER FUNDS			
TOTAL-DETAIL ON NEXT PAGE	0	0	0
	-----	-----	-----
CAPITAL PROJECTS	0	0	0
	-----	-----	-----
TOTAL FUNDS REQUIRED	76,090	87,286	87,286
	-----	-----	-----
EXCESS REVENUE<EXPENDITURES>	14,774 <	2,286><	2,286>
	-----	-----	-----
BEGINNING FUND BALANCE	94,197	108,971	106,685
	-----	-----	-----
ENDING FUND BALANCE	108,971	106,685	104,399
	=====	=====	=====

DOWNTOWN BUSINESS IMPROVEMENT FUND

	2001/2002 ACTUAL	2002/2003 ADJUSTED BUDGET	2003/2004 ADOPTED BUDGET
TRANSFERS FROM OTHER FUNDS			
TRANSF FROM REDEVELOP AGENCY	35,000	35,000	35,000
	-----	-----	-----
TOTAL	35,000	35,000	35,000
	=====	=====	=====
TRANSFERS TO OTHER FUNDS			
	-----	-----	-----
TOTAL	0	0	0
	=====	=====	=====

Special Revenue Fund Public Works Department
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RECYCLING FUND

- Recycling programs and residential recycling services.
-

Revenue Overview

This fund accounts for revenues and expenditures related to the City's recycling programs. The programs were implemented in response to the California Integrated Waste Management Act of 1989 (AB 939) and the Alameda County Recycling Initiative (Measure D). Measure D supports City-sponsored recycling services and activities, and will provide revenue of approximately \$400,000 in 2003-04.

Other revenue includes grants from the Alameda County Waste Management Authority, including the Non-residential Waste Reduction Program Grant (\$80,000) and the Recycled Product Procurement Preference Program Grant (\$20,000). The California Integrated Waste Management Board provides a grant to promote recycling of used oil and oil filters (\$44,480). The City also receives a grant from the California Department of Conservation for beverage container recycling (\$35,000).

Utilities Division - Administration RECYCLING PROGRAM

The Recycling Program develops and implements programs to reduce the amount of waste that is landfilled by Hayward residents and businesses. The primary focus is compliance with the California Integrated Waste Management Act of 1989 (AB 939) and the Alameda County Recycling Initiative (Measure D). The program includes recycling programs and services (Measure D supported), residential recycling (service fee supported), used oil recycling (grant-funded oil recycling project), non-residential waste reduction and recycling (grant funded), and recycled-content building materials (grant funded). Other activities include public education efforts that promote home composting, grass cycling, Christmas tree recycling, and waste reduction initiatives.

2001-03 ACCOMPLISHMENTS

1. Implemented and monitored compliance with the Construction and Demolition Debris Recycling Ordinance.
2. Initiated Used Oil Filter Informational Program to facilitate proper disposal of these materials. A brochure was prepared and inserted in the quarterly residential garbage bill.
3. Performed waste assessments for two large waste generators and provided waste audit information to 35 smaller generators in conjunction with staff's review of building permit applications.
4. Evaluated feasibility of food waste recycling program, concluding that unfavorable economic factors precluded a program implementation at this time. Instead, staff will complete evaluation of other potentially less costly commercial recycling programs by June 30, 2003.

2003-04 OBJECTIVES

1. Evaluate and implement additional diversion programs in order to comply with the state's 50% solid waste diversion mandate.

FUND SUMMARY BY EXPENDITURE CATEGORY

214 & 215

RECYCLING FUND

	2001/2002 ACTUAL	2002/2003 ADJUSTED BUDGET	2003/2004 ADOPTED BUDGET
EMPLOYEE SERVICES	193,405	230,363	246,167
MAINTENANCE & UTILITIES	702	4,048	4,048
SUPPLIES & SERVICES	116,620	650,820	311,412
CAPITAL EXPENSE	7,149	0	0
	-----	-----	-----
SUBTOTAL	317,876	885,231	561,627
NET INTERDEPARTMENTAL	49,901	102,458	63,441
	-----	-----	-----
TOTAL	367,777	987,689	625,068
	=====	=====	=====

**AUTHORIZED PERSONNEL
BUDGET YEAR 2003/2004**

215-RECYCLING FUND

	Authorized 2001/ 2002	2002/ 2003	Adopted 2003/ 2004	Frozen 2003/ 2004
2000-PUBLIC WORKS DEPARTMENT				
SOLID WASTE MANAGER	1.00	1.00	1.00	0.00
RECYCLING SPECIALIST	1.00	1.00	1.00	0.00
SECRETARY	0.00	0.00	1.00	0.00
ADMINISTRATIVE CLERK II	1.00	1.00	0.00	0.00
Department Totals	3.00	3.00	3.00	0.00

RECYCLING FUND

	2001/2002 ACTUAL	2002/2003 ADJUSTED BUDGET	2003/2004 ADOPTED BUDGET
ESTIMATED REVENUES			
MEASURE D FUNDING	431,859	460,000	400,000
CURBSIDE RECYCLING FEES	4,176	0	0
MULTI-FAMILY RECYCLING FEES	302	0	0
USED OIL GRANT	36,861	30,000	40,000
INTEREST INCOME	158,021	142,000	69,000
OTHER REVENUE	184,458	138,000	303,406
	-----	-----	-----
SUBTOTAL	815,677	770,000	812,406
TRANSFERS FROM OTHER FUNDS			
TOTAL-DETAIL ON NEXT PAGE	0	0	0
	-----	-----	-----
TOTAL CURRENT INCOME	815,677	770,000	812,406
	-----	-----	-----
OPERATING REQUIREMENTS			
EMPLOYEE SERVICES	193,405	230,363	246,167
MAINTENANCE & UTILITIES	702	4,048	4,048
SUPPLIES & SERVICES	116,620	650,820	471,818
CAPITAL EXPENSE	7,149	0	0
NET EXPENSE TRANSFERS	49,901	102,458	63,441
	-----	-----	-----
SUBTOTAL	367,777	987,689	785,474
TRANSFERS TO OTHER FUNDS			
TOTAL-DETAIL ON NEXT PAGE	86,600	161,904	24,241
CAPITAL PROJECTS	7,149-	0	0
	-----	-----	-----
TOTAL FUNDS REQUIRED	447,228	1,149,593	809,715
	-----	-----	-----
EXCESS REVENUE<EXPENDITURES>	368,449 <	379,593>	2,691
BEGINNING FUND BALANCE	3,246,554	3,615,003	3,235,410
	-----	-----	-----
ENDING FUND BALANCE	3,615,003	3,235,410	3,238,101
	=====	=====	=====

RECYCLING FUND

	2001/2002 ACTUAL	2002/2003 ADJUSTED BUDGET	2003/2004 ADOPTED BUDGET
TRANSFERS FROM OTHER FUNDS			
	-----	-----	-----
TOTAL	0	0	0
	=====	=====	=====
TRANSFERS TO OTHER FUNDS			
COST ALLOC TO GENERAL FUND	76,030	40,654	20,757
LIABILITY INSURANCE ALLOC	3,421	3,484	3,484
MISC TRSFR TO ST SYSTEM IMP FD	0	117,766	0
ASSET TRANSF TO OTH FDS - OPER	7,149	0	0
	-----	-----	-----
TOTAL	86,600	161,904	24,241
	=====	=====	=====

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Special Revenue Fund Police Department
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NARCOTIC ASSET SEIZURE FUND

- Appropriation of assets acquired as a result of narcotics enforcement operations.

Revenue Overview

This fund collects revenue received by the Police Department as a result of forfeiture of real and personal property by persons involved in specific controlled substance violation cases. These funds can be used to support identified law enforcement activities, and are not to supplant the Police Department's regular budget. Revenue for 2003-04 is estimated at \$100,000.

Office of the Chief Division – Narcotics Bureau
NARCOTICS ASSET SEIZURE PROGRAM

The Narcotics Asset Seizure Program receives, holds, and distributes funds received by the Police Department as a result of forfeiture funds and associated interest which may accrue on them and are required by law to be used solely to support identified law enforcement activities. The funds may not be used to supplant the regular Police Department budget.

As in the past couple of years, revenues in this fund are projected at \$100,000. An appropriation of \$100,000 is budgeted to allow for the expenditure of these funds as intended by the enabling legislation. As always, actual expenditures will be commensurate with actual receipts.

FUND SUMMARY BY EXPENDITURE CATEGORY

277

NARCOTICS ASSET SEIZURE-STATE

	2001/2002 ACTUAL	2002/2003 ADJUSTED BUDGET	2003/2004 ADOPTED BUDGET
EMPLOYEE SERVICES	0	0	0
MAINTENANCE & UTILITIES	0	0	0
SUPPLIES & SERVICES	0	0	0
CAPITAL EXPENSE	0	100,000	100,000
	-----	-----	-----
SUBTOTAL	0	100,000	100,000
NET INTERDEPARTMENTAL	0	0	0
	-----	-----	-----
TOTAL	0	100,000	100,000
	=====	=====	=====

NARCOTICS ASSET SEIZURE FUND

	2001/2002 ACTUAL	2002/2003 ADJUSTED BUDGET	2003/2004 ADOPTED BUDGET
ESTIMATED REVENUES			
NARCOTICS ASSET SEIZURES	21,134	100,000	100,000
INTEREST INCOME	1,992	15,000	1,000
OTHER REVENUE	0	0	0
	-----	-----	-----
SUBTOTAL	23,126	115,000	101,000
TRANSFERS FROM OTHER FUNDS			
TOTAL-DETAIL ON NEXT PAGE	0	0	0
	-----	-----	-----
TOTAL FUNDS AVAILABLE	23,126	115,000	101,000
	-----	-----	-----
OPERATING REQUIREMENTS			
EMPLOYEE SERVICES	0	0	0
MAINTENANCE & UTILITIES	0	0	0
SUPPLIES & SERVICES	0	0	0
CAPITAL EXPENSE	0	100,000	100,000
NET EXPENSE TRANSFERS	0	0	0
	-----	-----	-----
SUBTOTAL	0	100,000	100,000
TRANSFERS TO OTHER FUNDS			
TOTAL-DETAIL ON NEXT PAGE	50,000	50,000	0
	-----	-----	-----
CAPITAL PROJECTS	0	0	0
	-----	-----	-----
TOTAL FUNDS REQUIRED	50,000	150,000	100,000
	-----	-----	-----
EXCESS REVENUE<EXPENDITURES>	< 26,874>	< 35,000>	1,000
	-----	-----	-----
BEGINNING FUND BALANCE	96,999	70,125	35,125
	-----	-----	-----
ENDING FUND BALANCE	70,125	35,125	36,125
	=====	=====	=====

NARCOTICS ASSET SEIZURE FUND

	2001/2002 ACTUAL	2002/2003 ADJUSTED BUDGET	2003/2004 ADOPTED BUDGET
TRANSFERS FROM OTHER FUNDS			
	-----	-----	-----
TOTAL	0	0	0
	=====	=====	=====
TRANSFERS TO OTHER FUNDS			
TRANSF TO CAPITAL IMPROVEMENT	0	50,000	0
TRANSF TO CAPITAL IMPROVEMENT	50,000	0	0
	-----	-----	-----
TOTAL	50,000	50,000	0
	=====	=====	=====

Special Revenue Fund

Police Department

CITIZEN'S OPTION FOR PUBLIC SAFETY FUND

- State allocation that supports front line law enforcement services.

Revenue Overview

This fund represents a State funding allocation that provides additional resources at the local level to fight crime and protect public safety. As a condition of funding, the allocation must be accounted for in a separate fund. For administrative purposes, the expenses for the program are established in the General Fund, under Police Department's Office of the Chief Division.

In FY 2002-03, A.B. 1913 allocated \$116.3 million to cities and counties for law enforcement and public safety purposes, of which, the City of Hayward received \$286,624. The same amount is being projected for FY 2003-04.

Office of the Chief Division – Office of the Deputy Chief CITIZEN'S OPTION FOR PUBLIC SAFETY PROGRAM

The State Assembly approved A.B. 1913, titled Citizen's Option for Public Safety, which addressed the need for additional resources at the local level to fight crime and protect public safety. These funds are designed to augment, not supplant, front line law enforcement services, which include D.A.R.E., Neighborhood Watch, or "similar programs closely related to crime prevention."

These funds offset the cost of two police sergeants, one Senior Crime Prevention Specialist, and one Community Service officer, while the General Fund subsidizes the remainder.

We are anticipating receiving \$286,624 in funding from this state allocation in FY 2003-04.

CITIZEN'S OPTION FOR PUBLIC SAFETY FUND

	2001/2002 ACTUAL	2002/2003 ADJUSTED BUDGET	2003/2004 ADOPTED BUDGET
ESTIMATED REVENUES			
GRANTS	287,996	281,189	286,624
INTEREST EARNED	1,295	14,000	1,300
OTHER REVENUE	0	0	0
	-----	-----	-----
TOTAL REVENUE	289,291	295,189	287,924
TRANSFERS FROM OTHER FUNDS			
TOTAL-DETAIL ON NEXT PAGE	0	0	0
	-----	-----	-----
TOTAL FUNDS AVAILABLE	289,291	295,189	287,924
	-----	-----	-----
OPERATING REQUIREMENTS			
EMPLOYEE SERVICES	0	0	0
MAINTENANCE & UTILITIES	0	0	0
SUPPLIES & SERVICES	0	0	0
CAPITAL EXPENSE	0	0	0
NET EXPENSE TRANSFERS	525	0	0
	-----	-----	-----
SUBTOTAL	525	0	0
TRANSFERS TO OTHER FUNDS			
TOTAL-DETAIL ON NEXT PAGE	288,766	295,189	286,624
	-----	-----	-----
TOTAL FUNDS REQUIRED	289,291	295,189	286,624
	-----	-----	-----
EXCESS REVENUE<EXPENDITURES>	0	0	1,300
BEGINNING FUND BALANCE	0	0	0
	-----	-----	-----
ENDING FUND BALANCE	0	0	1,300
	=====	=====	=====

CITIZEN'S OPTION FOR PUBLIC SAFETY FUND

	2001/2002 ACTUAL	2002/2003 ADJUSTED BUDGET	2003/2004 ADOPTED BUDGET
TRANSFERS FROM OTHER FUNDS			
	-----	-----	-----
TOTAL	0	0	0
	=====	=====	=====
TRANSFERS TO OTHER FUNDS			
TRANF TO GEN'L FR CITIZENS OPT	288,766	295,189	286,624
	-----	-----	-----
TOTAL	288,766	295,189	286,624
	=====	=====	=====

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Special Revenue Fund

Police Department

LOCAL LAW ENFORCEMENT BLOCK GRANT FUND

- Federal grant that supports law enforcement activities related to schools and focusing on youth crime prevention.

Revenue Overview

This fund represents monies received from the Department of Justice, Bureau of Justice Assistance, for the purpose of supporting law enforcement activities related to schools and focusing on youth crime prevention. Deposit of the monies must be accounted for in a separate fund. For administrative purposes, the expenses of the program are established in the General Fund, under Police Department's Investigation Division.

Among the conditions associated with the acceptance of these funds are: 1) the creation of a plan for the use of the money (acceptable uses included hiring additional sworn or civilian staff, funding overtime or purchasing equipment), 2) creation of an advisory board (membership includes the Police Chief, Superintendent of HUSD, a Municipal Court Judge, an Assistant District Attorney and the Director of the Eden Youth Center) and 3) the provision of matching funds.

Investigation Division – Youth and Family Services Bureau 2001 LOCAL LAW ENFORCEMENT BLOCK GRANT PROGRAM (October 2001 to October 2003)

The Department received a sixth block grant for \$199,199 from the Department of Justice, Bureau of Justice Assistance. The Hayward Unified School district provided \$22,133, while the General Fund paid the remainder of the cash match.

This grant offsets the expense for two School Resource Officers for one year.

Investigation Division – Youth and Family Services Bureau 2002 LOCAL LAW ENFORCEMENT BLOCK GRANT PROGRAM (October 2002 to October 2004)

The Department received a seventh block grant for \$175,006 from the Department of Justice, Bureau of Justice Assistance. The Hayward Unified School District provided a cash match of \$19,445, while the General Fund paid the remainder of the cash match.

This grant offsets the expense for two School Resource Officers for one year.

Investigation Division – Youth and Family Services Bureau 2003 LOCAL LAW ENFORCEMENT BLOCK GRANT PROGRAM (October 2003 to October 2005)

This grant will continue to offset the expense for two School Resource Officers for one year.

We are anticipating receiving \$175,006 in funding from this federal grant program in FY 2003-04.

LOCAL LAW ENFORCEMENT BLOCK GRANT FUND

	2001/2002 ACTUAL	2002/2003 ADJUSTED BUDGET	2003/2004 ADOPTED BUDGET
ESTIMATED REVENUES			
GRANTS	22,133	0	19,445
INTEREST EARNED	16,455	9,000	7,000
OTHER REVENUE	199,245	189,676	175,006
	-----	-----	-----
TOTAL REVENUE	237,833	198,676	201,451
TRANSFERS FROM OTHER FUNDS			
TOTAL-DETAIL ON NEXT PAGE	0	0	0
	-----	-----	-----
TOTAL FUNDS AVAILABLE	237,833	198,676	201,451
	-----	-----	-----
OPERATING REQUIREMENTS			
EMPLOYEE SERVICES	0	0	0
MAINTENANCE & UTILITIES	0	0	0
SUPPLIES & SERVICES	0	0	0
CAPITAL EXPENSE	0	0	0
NET EXPENSE TRANSFERS	0	0	0
	-----	-----	-----
SUBTOTAL	0	0	0
TRANSFERS TO OTHER FUNDS			
TOTAL-DETAIL ON NEXT PAGE	344,257	302,845	175,006
	-----	-----	-----
TOTAL FUNDS REQUIRED	344,257	302,845	175,006
	-----	-----	-----
EXCESS REVENUE<EXPENDITURES>	< 106,424>	< 104,169>	26,445
BEGINNING FUND BALANCE	405,668	299,244	195,075
	-----	-----	-----
ENDING FUND BALANCE	299,244	195,075	221,520
	=====	=====	=====

LOCAL LAW ENFORCEMENT BLOCK GRANT FUND

	2001/2002 ACTUAL	2002/2003 ADJUSTED BUDGET	2003/2004 ADOPTED BUDGET
TRANSFERS FROM OTHER FUNDS			
	-----	-----	-----
TOTAL	0	0	0
	=====	=====	=====
TRANSFERS TO OTHER FUNDS			
TRANSF TO GEN'L FR LOC LAW ENF	0	104,169	0
TRANSF TO GEN'L FR LOC LAW ENF	157,447	198,676	175,006
TRANSF-LOC LAW ENF BLK GRANT-4	186,810	0	0
	-----	-----	-----
TOTAL	344,257	302,845	175,006
	=====	=====	=====

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Debt Service Funds

FUND DESCRIPTIONS

Debt Service Funds are used to account for the accumulation of resources for, and payment of, principal and interest on the City's general bonded debt and special assessment bonds for which the City is obligated in some manner.

- **Hayward Redevelopment Agency Debt Service Fund** - Lease payments received from the General Fund for payment of interest and principal on the Redevelopment Agency's certificates of participation and related costs, and for tax revenues received for payment of interest and principal of the 1989 Redevelopment Agency Tax Allocation bonds.
- **Certificates of Participation Debt Service Fund** - Transfers of revenue from the capital projects funds for payment of interest and principal on certificates of participation issued on the City's behalf.
- **Special Assessments Debt Service Fund** - Revenues received from special assessments against benefited property for payment of interest and principal on special assessment bonds.

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Debt Service Fund Hayward Redevelopment Agency
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The Hayward Redevelopment Agency Debt Service Fund receives tax revenues for payment of interest and principal of the 1989 Redevelopment Agency Tax Allocation bonds, which are accounted for in this fund.

HAYWARD REDEVELOPMENT AGENCY

Incremental property taxes recorded in the Redevelopment Agency Capital Projects Fund.

Types of Obligation	Date of Issue	Date of Maturity	Interest Rates	Authorized and Issued	Outstanding at June 30, 2003	2003-2004 Prin. & Int. Requirement
1996 HRA Tax Allocation Refunding Bonds(a)	2/1/96	3/1/14	4 -5.50%	\$6,195,000	\$4,460,000	\$544,876
2001 – Loan from Water/Sewer Fund	11/30/98	6/30/04	5.0%	\$3,200,000	\$2,142,685	\$880,162
2003 – Loan from Sewer Fund	2/7/03	3/31/10	2.25-3%	\$2,350,000	\$2,350,000	\$71,297
1993 HRA Loan from W/C Fund	7/1/93	6/30/04	2.25-2.77%	\$513,000	\$422,835	\$432,348
Total				\$12,258,000	\$9,209,185	\$1,928,683

HAYWARD REDEVELOPMENT AGENCY DEBT SERVICE FUND

	2001/2002 ACTUAL	2002/2003 ADJUSTED BUDGET	2003/2004 ADOPTED BUDGET
ESTIMATED REVENUES			
PROPERTY TAXES	0	0	0
INTEREST INCOME	0	0	0
PROCEEDS OF FINANCING	0	0	0
OTHER REVENUE	37,457	37,000	0
	-----	-----	-----
TOTAL REVENUE	37,457	37,000	0
TRANSFERS FROM OTHER FUNDS			
TOTAL-DETAIL ON NEXT PAGE	773,148	548,306	1,928,683
	-----	-----	-----
TOTAL FUNDS AVAILABLE	810,605	585,306	1,928,683
	-----	-----	-----
OPERATING REQUIREMENTS			
EMPLOYEE SERVICES	0	0	0
MAINTENANCE & UTILITIES	0	0	0
SUPPLIES & SERVICES	6,050	12,500	12,500
CAPITAL EXPENSE	0	0	0
NET EXPENSE TRANSFERS	0	0	0
INTEREST	266,156	373,054	525,229
PRINCIPAL RETIREMENT	275,000	916,560	1,403,454
	-----	-----	-----
SUBTOTAL	547,206	556,006	1,941,183
TRANSFERS TO OTHER FUNDS			
TOTAL-DETAIL ON NEXT PAGE	0	0	0
	-----	-----	-----
TOTAL FUNDS REQUIRED	547,206	556,006	1,941,183
	-----	-----	-----
EXCESS REVENUE<EXPENDITURE>	263,399	29,300 <	269,000>
BEGINNING FUND BALANCE	737,406	1,000,805	1,030,105
	-----	-----	-----
ENDING FUND BALANCE	1,000,805	1,030,105	761,105
	=====	=====	=====

HAYWARD REDEVELOPMENT AGENCY DEBT SERVICE FUND

	2001/2002 ACTUAL	2002/2003 ADJUSTED BUDGET	2003/2004 ADOPTED BUDGET
TRANSFERS FROM OTHER FUNDS			
D/S - TABS FROM HRA	541,156	543,506	544,876
D/S HRA LOANS FROM W/C	0	0	432,348
D/S SEWER & WATER LOANS	0	0	880,162
D/S -SIDEWALK/STREETSCAPE	225,942	0	71,297
MISC TRSFR FROM HRA	6,050	4,800	0
	-----	-----	-----
TOTAL	773,148	548,306	1,928,683
	=====	=====	=====
TRANSFERS TO OTHER FUNDS			
	-----	-----	-----
TOTAL	0	0	0
	=====	=====	=====

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Debt Service Fund Certificate of Participation

Certificates of Participation Debt Service Fund receives transfers of revenue from the capital projects funds for payment of interest and principal on certificates of participation issued on the City's behalf.

Certificates of Participation

These funds represent transfers from the General Fund.

Types of Obligation	Date of Issue	Date of Maturity	Interest Rates	Authorized and Issued	Outstanding at June 30, 2003	2003-2004 Prin. & Int. Requirement
2002 ABAG 33 Refunding	12/1/01	12/1/20	3.0-5.0%	\$1,309,835	\$1,213,235	\$89,490
Civic Center Gen Fund repmt to W/C Fund	10/1/96	8/1/26	4.45-5.5%	\$32,595,000	\$30,300,000	\$2,234,261
	7/28/98	6/30/04	2.25-6.27%	\$590,000	\$118,000	\$120,655
Total				\$33,904,835	\$31,513,235	\$2,323,751

CERTIFICATES OF PARTICIPATION FUND

	2001/2002 ACTUAL	2002/2003 ADJUSTED BUDGET	2003/2004 ADOPTED BUDGET
ESTIMATED REVENUES			
PROPERTY TAXES	0	0	0
INTEREST INCOME	0	0	0
PROCEEDS OF FINANCING	1,309,835	0	0
OTHER REVENUE	5,631	6,000	0
	-----	-----	-----
TOTAL REVENUE	1,315,466	6,000	0
TRANSFERS FROM OTHER FUNDS			
TOTAL-DETAIL ON NEXT PAGE	2,360,786	2,369,971	2,323,751
	-----	-----	-----
TOTAL FUNDS AVAILABLE	3,676,252	2,375,971	2,323,751
	-----	-----	-----
OPERATING REQUIREMENTS			
EMPLOYEE SERVICES	0	0	0
MAINTENANCE & UTILITIES	0	0	0
SUPPLIES & SERVICES	1,182,127	4,000	4,000
CAPITAL EXPENSE	0	0	0
NET EXPENSE TRANSFERS	0	0	0
INTEREST	1,756,576	1,656,116	1,625,586
PRINCIPAL RETIREMENT	585,000	711,600	698,165
	-----	-----	-----
SUBTOTAL	3,523,703	2,371,716	2,327,751
TRANSFERS TO OTHER FUNDS			
TOTAL-DETAIL ON NEXT PAGE	0	0	0
	-----	-----	-----
TOTAL FUNDS REQUIRED	3,523,703	2,371,716	2,327,751
	-----	-----	-----
EXCESS REVENUE<EXPENDITURE>	152,549	4,255 <	4,000>
BEGINNING FUND BALANCE	302,029	454,578	458,833
	-----	-----	-----
ENDING FUND BALANCE	454,578	458,833	454,833
	=====	=====	=====

CERTIFICATES OF PARTICIPATION FUND

	2001/2002 ACTUAL	2002/2003 ADJUSTED BUDGET	2003/2004 ADOPTED BUDGET
TRANSFERS FROM OTHER FUNDS			
D/S ABAG 2001-02 (ABAG 33)	122,922	133,207	89,490
D/S NEW CITY HALL DEBT SERVICE	2,232,863	2,234,509	2,234,261
MISC TRANSF FROM GENERAL FUND	5,001	2,255	0
	-----	-----	-----
TOTAL	2,360,786	2,369,971	2,323,751
	=====	=====	=====
TRANSFERS TO OTHER FUNDS			
	-----	-----	-----
TOTAL	0	0	0
	=====	=====	=====

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Debt Service Fund Special Assessments
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Special Assessments Debt Service Fund receives revenues from special assessments against benefited property for payment of interest and principal on special assessment bonds.

Special Assessments

All funds represented are special assessment revenues recorded in the Special Assessments Debt Service Fund.

Types of Obligation	Date of Issue	Date of Maturity	Interest Rates	Authorized and Issued	Outstanding at June 30, 2003	2003-2004 Prin. & Int. Requirement
LID 14*	12/15/87	9/2/08	6.0-8.625%	\$1,330,000	\$645,000	\$119,968
LID 15*	3/14/89	9/2/09	6.6-7.8%	\$6,214,297	\$3,310,000	\$581,980
LID 16*	6/2/94	9/2/19	6.75-7.1%	\$3,000,000	\$2,535,000	\$243,609
LID 16-A*	8/14/97	9/2/10	6.75-7.0%	\$50,952	\$36,500	\$5,890
LID 17*	8/5/99	9/2/24	4.5-6.125%	\$396,014	\$370,000	\$31,495
Total				\$10,991,263	\$6,896,500	\$982,942

* The City provides administration services only.

SPECIAL ASSESSMENT DISTRICT DEBT SERVICE FUNDS

	2001/2002 ACTUAL	2002/2003 ADJUSTED BUDGET	2003/2004 ADOPTED BUDGET
ESTIMATED REVENUES			
SPECIAL ASSESSMENT REVENUE	990,604	988,365	0
PREPAID SPECIAL ASSESSMENTS	0	0	0
INTEREST INCOME	45,147	124,000	26,000
OTHER REVENUE	1,721	0	0
	-----	-----	-----
TOTAL REVENUE	1,037,472	1,112,365	26,000
TRANSFERS FROM OTHER FUNDS			
TOTAL-DETAIL ON NEXT PAGE	307,375	225,942	0
	-----	-----	-----
TOTAL FUNDS AVAILABLE	1,344,847	1,338,307	26,000
	-----	-----	-----
OPERATING REQUIREMENTS			
EMPLOYEE SERVICES	0	0	0
MAINTENANCE & UTILITIES	0	0	0
SUPPLIES & SERVICES	164,203	23,468	23,468
CAPITAL EXPENSE	438,238	0	0
NET EXPENSE TRANSFERS	7,478	0	51,700
INTEREST	505,581	698,927	429,442
PRINCIPAL RETIREMENT	473,000	584,798	553,500
	-----	-----	-----
SUBTOTAL	1,588,500	1,307,193	1,058,110
TRANSFERS TO OTHER FUNDS			
TOTAL-DETAIL ON NEXT PAGE	307,375	0	0
	-----	-----	-----
TOTAL FUNDS REQUIRED	1,895,875	1,307,193	1,058,110
	-----	-----	-----
EXCESS REVENUE<EXPENDITURE>	< 551,028>	31,114	< 1,032,110>
BEGINNING FUND BALANCE			
	2,000,209	1,449,181	1,480,295
	-----	-----	-----
ENDING FUND BALANCE	1,449,181	1,480,295	448,185
	=====	=====	=====

SPECIAL ASSESSMENT DISTRICT DEBT SERVICE FUNDS

	2001/2002 ACTUAL	2002/2003 ADJUSTED BUDGET	2003/2004 ADOPTED BUDGET
TRANSFERS FROM OTHER FUNDS			
MISC TRSFR FR LID 15 RESERV FD	215,002	0	0
MISC TRSFR FR LID 16 RESERV FD	88,651	0	0
MISC TRSFR FR LID 17 RESERV FD	3,722	0	0
D/S -SIDEWALK/STREETSCAPE	0	225,942	0
	-----	-----	-----
TOTAL	307,375	225,942	0
	=====	=====	=====
TRANSFERS TO OTHER FUNDS			
MISC TRSFR TO LID 15-D/S FUND	215,002	0	0
MISC TRSFR TO LID 16-D/S FUND	88,651	0	0
MISC TRSFR TO LID 17-D/S FUND	3,722	0	0
	-----	-----	-----
TOTAL	307,375	0	0
	=====	=====	=====

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Enterprise Funds

FUND DESCRIPTIONS

Enterprise Funds are used to account for City operations that are financed and operated like private business enterprises. The use of this type of fund permits user charges to finance or recover the costs, including depreciation, of providing the services to the general public on a continuing basis.

- **Measure B – Paratransit Fund** – Provision of door-to-door transportation for older adults and persons with disabilities.
- **Stormwater Maintenance and Operations Fund** - Activities associated with U.S. Environmental Protection Agency mandated cleaning of stormwater and urban runoff.
- **Wastewater Maintenance and Operations Fund** - Activities associated with sewage transmission and treatment.
- **Water Maintenance and Operations Fund** - Activities associated with distribution and transmission of potable water to users.
- **Airport Operations Fund** - Operation, development, and maintenance of the Hayward Executive Airport, a general aviation airport.
- **Centennial Hall Fund** - Rental of the public facilities at Centennial Hall and the use of rental revenue to support Centennial Hall operations and maintenance.

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Enterprise Fund

Community and Economic Development Department

MEASURE B – PARATRANSIT FUND

This fund supports the provision of special transportation services to Hayward residents who are unable to drive or use other public transportation services due to a medical condition or disability. The City receives Alameda County Measure B funds to operate the Paratransit Program, which is designed to complement the American with Disabilities Act paratransit system in Alameda County. Measure B funds the program in the amount of \$562,738.

Budgeted Net Income (Loss)

This fund shows a balanced budget for 2003-04, with the additional sum coming from interest earned on the fund balance.

The services represented in this fund include:

- City and County Paratransit Services
- Paratransit Contract Administration

Neighborhood and Economic Development Division Paratransit Services Program

The Paratransit Services Program provides special door-to-door transportation services to persons who are unable to drive or use other public transportation services due to a medical condition or disability. Eligible individuals receive subsidized transportation services. The Hayward Paratransit Program serves older adults and people with disabilities whose transportation needs are not met by other transportation services, including AC Transit and BART's ADA compliant paratransit service. Staff identifies and contracts with a transportation service provider, and monitors the program to assure compliance with Council policy and local, state, and federal requirements. Staff shares information, coordinates efforts, and works with Paratransit Program managers from other Alameda County cities, representatives from the Metropolitan Transportation Commission (MTC), the Alameda County Transportation Improvement Authority (ACTIA), and paratransit user groups such as the Alameda County Paratransit Advisory and Planning Committee (PAPCO).

2001-03 ACCOMPLISHMENTS

1. Monitored the Paratransit contract for satisfactory performance.

2003-04 OBJECTIVES

1. Provide paratransit services to a minimum of 800 unduplicated paratransit program participants.

FUND SUMMARY BY EXPENDITURE CATEGORY

240 & 246

MEASURE B II - PARATRANSIT FD

	2001/2002 ACTUAL	2002/2003 ADJUSTED BUDGET	2003/2004 ADOPTED BUDGET
EMPLOYEE SERVICES	27,701	75,330	78,786
MAINTENANCE & UTILITIES	0	318	302
SUPPLIES & SERVICES	406,155	678,661	428,856
CAPITAL EXPENSE	504-	0	0
	-----	-----	-----
SUBTOTAL	433,352	754,309	507,944
NET INTERDEPARTMENTAL	27,890	30,819	32,206
	-----	-----	-----
TOTAL	461,242	785,128	540,150
	=====	=====	=====

AUTHORIZED PERSONNEL BUDGET YEAR 2003/2004

246-MEASURE B II - PARATRANSIT FD

	Authorized 2001/ 2002	2002/ 2003	Adopted 2003/ 2004	Frozen 2003/ 2004
4600-COMMUNITY&ECON.DEV.DEPARTMENT				
4703-PARATRANSIT PROGRAM II				
PARATRANSIT COORDINATOR	1.00	1.00	1.00	0.00
Activity Totals	1.00	1.00	1.00	0.00

MEASURE B - PARATRANSIT FUND

	2001/2002 ACTUAL	2002/2003 ADJUSTED BUDGET	2003/2004 ADOPTED BUDGET
ESTIMATED REVENUES			
MEASURE B - PARATRANSIT	313,601	600,000	562,738
INTEREST INCOME	9,063	15,000	3,000
OTHER REVENUE	0	16,059	0
	-----	-----	-----
SUBTOTAL	322,664	631,059	565,738
TRANSFERS FROM OTHER FUNDS			
TOTAL-DETAIL ON NEXT PAGE	0	0	0
	-----	-----	-----
TOTAL CURRENT INCOME	322,664	631,059	565,738
	-----	-----	-----
OPERATING REQUIREMENTS			
EMPLOYEE SERVICES	27,701	75,330	78,786
MAINTENANCE & UTILITIES	0	318	302
SUPPLIES & SERVICES	405,158	678,661	428,856
DEPRECIATION	997	0	0
NET EXPENSE TRANSFERS	27,890	30,819	32,206
	-----	-----	-----
SUBTOTAL	461,746	785,128	540,150
TRANSFERS TO OTHER FUNDS			
TOTAL-DETAIL ON NEXT PAGE	0	0	0
	-----	-----	-----
TOTAL CURRENT REQUIREMENT	461,746	785,128	540,150
	-----	-----	-----
NET CURRENT INCOME<LOSS>	< 139,082>	< 154,069>	25,588
	=====	=====	=====
CAPITAL ACQUISITIONS			
CAPITAL PROJECTS	0	0	0
OTHER CAPITAL EXPENSE	504-	0	0
	-----	-----	-----
TOTAL	504-	0	0
	=====	=====	=====

MEASURE B - PARATRANSIT FUND

	2001/2002 ACTUAL	2002/2003 ADJUSTED BUDGET	2003/2004 ADOPTED BUDGET
TRANSFERS FROM OTHER FUNDS			
	-----	-----	-----
TOTAL	0	0	0
	=====	=====	=====
TRANSFERS TO OTHER FUNDS			
	-----	-----	-----
TOTAL	0	0	0
	=====	=====	=====

STORMWATER MAINTENANCE AND OPERATIONS FUND

This fund supports activities associated with the City's Stormwater Management and Urban Runoff Control Program. The program responds to the U.S. Environmental Protection Agency's regulations mandating cleanup of urban runoff and stormwater. Stormwater fees in the amount of \$1.9 million generate the majority of the stormwater system's revenue.

Budgeted Net Income (Loss)

This fund shows a budgeted loss for 2003-04, with the difference being made up with a positive fund account balance.

The services represented in this fund include:

WATER POLLUTION SOURCE CONTROL

- Program Administration
- Stormwater Management and Urban Runoff Control
- Illicit Discharge Identification and Elimination
- Industrial Inspection and Control
- Public and Business Pollution Control Information
- New Development and Construction Site Controls
- County-wide Program Coordination and Management

STREET MAINTENANCE

- Street Cleaning
- Stormwater Collection System Maintenance
- Spill Response and Cleanup

UTILITIES MAINTENANCE

- Pump Station Maintenance

FUND SUMMARY BY EXPENDITURE CATEGORY

601 & 602

STORMWATER MAINT. & OPERATIONS

	2001/2002 ACTUAL	2002/2003 ADJUSTED BUDGET	2003/2004 ADOPTED BUDGET
EMPLOYEE SERVICES	852,061	919,016	931,931
MAINTENANCE & UTILITIES	23,892	38,885	36,941
SUPPLIES & SERVICES	628,683	747,688	739,654
DEPRECIATION	3,788	2,484	3,208
	-----	-----	-----
SUBTOTAL	1,508,424	1,708,073	1,711,734
NET INTERDEPARTMENTAL	241,659	249,150	408,215
	-----	-----	-----
TOTAL	1,750,083	1,957,223	2,119,949
 CAPITAL EXPENSE	 309-	 0	 0
	-----	-----	-----
TOTAL EXPENSES AND CAPITAL	1,749,774	1,957,223	2,119,949
	=====	=====	=====

AUTHORIZED PERSONNEL BUDGET YEAR 2003/2004

602-STORMWATER MAINT. & OPERATIONS

	Authorized 2001/ 2002	Authorized 2002/ 2003	Adopted 2003/ 2004	Frozen 2003/ 2004
2000-PUBLIC WORKS DEPARTMENT				
WATER POLLUTION CONTROL ADMIN.	1.00	1.00	1.00	0.00
ADMINISTRATIVE ANALYST II	0.00	0.00	1.00	0.00
ADMINISTRATIVE ANALYST I	1.00	1.00	0.00	0.00
WATER POLLUTION SOURCE CONT.INSP.	2.00	2.00	2.00	0.00
SWEEPER EQUIPMENT OPERATOR	5.00	5.00	5.00	0.00
SECRETARY	1.00	1.00	1.00	0.00
LABORER	1.00	1.00	1.00	0.00
MAINTENANCE WORKER	1.00	1.00	1.00	0.00
 Department Totals	 12.00	 12.00	 12.00	 0.00

STORMWATER MAINTENANCE & OPERATION FUND

	2001/2002 ACTUAL	2002/2003 ADJUSTED BUDGET	2003/2004 ADOPTED BUDGET
ESTIMATED REVENUES			
STORMWATER FEES	1,872,750	1,930,000	1,930,000
COUNTY SBA FUNDS	0	0	0
INTEREST EARNED	51,527	139,000	31,000
OTHER REVENUE	15,288	4,000	4,000
	-----	-----	-----
TOTAL REVENUE	1,939,565	2,073,000	1,965,000
TRANSFERS FROM OTHER FUNDS			
TOTAL-DETAIL ON NEXT PAGE	1,838,186	2,036,838	0
	-----	-----	-----
TOTAL CURRENT INCOME	3,777,751	4,109,838	1,965,000
	-----	-----	-----
OPERATING REQUIREMENTS			
EMPLOYEE SERVICES	852,061	919,016	931,931
MAINTENANCE & UTILITIES	23,892	38,885	36,941
SUPPLIES & SERVICES	628,683	747,688	739,654
DEPRECIATION	3,788	2,484	3,208
NET EXPENSE TRANSFERS	241,659	249,150	408,215
	-----	-----	-----
SUBTOTAL	1,750,083	1,957,223	2,119,949
TRANSFERS TO OTHER FUNDS			
TOTAL-DETAIL ON NEXT PAGE	1,943,748	2,177,159	150,429
	-----	-----	-----
TOTAL CURRENT REQUIREMENT	3,693,831	4,134,382	2,270,378
	-----	-----	-----
NET CURRENT INCOME<LOSS>	83,920	< 24,544 >	< 305,378 >
	=====	=====	=====
CAPITAL ACQUISITIONS			
CAPITAL PROJECTS	0	0	0
OTHER CAPITAL EXPENSE	3,323	0	0
	-----	-----	-----
TOTAL	3,323	0	0
	=====	=====	=====

STORMWATER MAINTENANCE & OPERATION FUND

	2001/2002 ACTUAL	2002/2003 ADJUSTED BUDGET	2003/2004 ADOPTED BUDGET
TRANSFERS FROM OTHER FUNDS			
MISC TRSFR FR STORMWTER REV FD	1,838,186	2,036,838	0
	-----	-----	-----
TOTAL	1,838,186	2,036,838	0
	=====	=====	=====
TRANSFERS TO OTHER FUNDS			
MISC TRSFR TO STORMWTER M&O FD	1,838,186	2,036,838	0
COST ALLOC TO GENERAL FUND	91,837	126,344	136,452
LIABILITY INSURANCE ALLOC	13,725	13,977	13,977
	-----	-----	-----
TOTAL	1,943,748	2,177,159	150,429
	=====	=====	=====

**STORMWATER MAINTENANCE & OPERATION FUND
WORKING CAPITAL SUMMARY**

	2001/2002 ACTUAL	2002/2003 ESTIMATED ACTUAL	2003/2004 ADOPTED BUDGET
ESTIMATED REVENUES			
STORMWATER FEES	1,872,750	1,930,000	1,930,000
COUNTY SBA FUNDS	0	0	0
INTEREST EARNED	51,527	139,000	31,000
OTHER REVENUE	15,288	4,000	4,000
	-----	-----	-----
TOTAL REVENUE	1,939,565	2,073,000	1,965,000
TRANSFERS FROM OTHER FUNDS			
TOTAL-DETAIL ON NEXT PAGE	1,838,186	0	0
	-----	-----	-----
TOTAL CURRENT INCOME	3,777,751	2,073,000	1,965,000
	-----	-----	-----
OPERATING REQUIREMENTS			
EMPLOYEE SERVICES	852,061	919,016	931,931
MAINTENANCE & UTILITIES	23,892	38,885	36,941
SUPPLIES & SERVICES	628,683	747,688	739,654
NET EXPENSE TRANSFERS	241,659	249,150	408,215
	-----	-----	-----
SUBTOTAL	1,746,295	1,954,739	2,116,741
TRANSFERS TO OTHER FUNDS			
TOTAL-DETAIL ON NEXT PAGE	1,943,748	140,321	150,429
	-----	-----	-----
TOTAL CURRENT REQUIREMENT	3,690,043	2,095,060	2,267,170
	-----	-----	-----
NET CURRENT INCOME<LOSS>	87,708 <	22,060><	302,170>
OTHER CAPITAL EXPENSE	3,323	0	0
BALANCE SHEET &/OR AUDIT ADJ	448,821	0	0
	-----	-----	-----
NET INC/<DEC> WK CAPITAL	533,206 <	22,060><	302,170>
BEGINNING WK CAPITAL BALANCE	847,134	1,380,340	1,358,280
	-----	-----	-----
ENDING WORKING CAPITAL BALANCE	1,380,340	1,358,280	1,056,110
	=====	=====	=====

**STORMWATER MAINTENANCE & OPERATION FUND
WORKING CAPITAL SUMMARY**

	2001/2002 ACTUAL	2002/2003 ESTIMATED ACTUAL	2003/2004 ADOPTED BUDGET
TRANSFERS FROM OTHER FUNDS			
MISC TRSFR FR STORMWTER REV FD	1,838,186	0	0
	-----	-----	-----
TOTAL	1,838,186	0	0
	=====	=====	=====
TRANSFERS TO OTHER FUNDS			
MISC TRSFR TO STORMWTER M&O FD	1,838,186	0	0
COST ALLOC TO GENERAL FUND	91,837	126,344	136,452
LIABILITY INSURANCE ALLOC	13,725	13,977	13,977
	-----	-----	-----
TOTAL	1,943,748	140,321	150,429
	=====	=====	=====
OPERATING EXPENSES EXCLUDED			
ACCRUED INTEREST CHARGES	0	0	0
DEPRECIATION	3,788	2,484	3,208
	-----	-----	-----
TOTAL	3,788	2,484	3,208
	=====	=====	=====

**Utilities Division – Water Pollution Source Control
STORMWATER MANAGEMENT PROGRAM**

Water Pollution Source Control (WPSC) administers the City's Stormwater Management and Urban Runoff Control Program. The program's purpose is to reduce pollution of San Francisco Bay caused by urban activities. WPSC staff actively participates in the management of the Alameda Countywide Clean Water Program. Staff also participates in local and regional outreach events and development, distribution of educational materials and submission of all required reports.

WPSC administers the City's Industrial Pretreatment Program, which controls the discharge of industrial and commercial wastes to the sanitary sewer system (see Wastewater Maintenance and Operations Fund section for program description). The Industrial Pretreatment Program and the Stormwater Management and Urban Runoff Control Program are implemented together in order to consolidate all City water pollution control regulatory and related activities into a single unit.

2001-03 ACCOMPLISHMENTS

1. Performed stormwater-related industrial and commercial inspections to meet the performance standards contained in the Stormwater National Pollutant Discharge Elimination System (NPDES) Permit.
2. Performed Stormwater Illicit Discharge Identification and Elimination Program to meet the performance standards contained in the Stormwater NPDES Permit. Responded to and investigated all reports of stormwater system spills and illicit discharges.
3. Conducted Public and Business Information and Education Program in conformance with the terms of the performance standards contained in the Stormwater NPDES Permit.
4. Assisted in development of Countywide Stormwater NPDES Permit renewal for submission to and action by the San Francisco Bay Regional Water Quality Control Board in spring of 2002.

2003-04 OBJECTIVES

1. Perform stormwater-related industrial and commercial inspections to meet the performance standards contained in the Stormwater NPDES Permit.
2. Implement requirements of the new Stormwater NPDES Permit, adopted in February 2003, including extensive new provisions and performance standards.
3. Conduct Public and Business Information and Education Program in conformance with the terms of the performance standards contained in the Stormwater NPDES Permit.

FUND: STORMWATER MAINT. & OPERATIONS FUND NUMBER: 602-2900
PROGRAM MANAGER: SOURCE CONTROL ADMIN

DIVISION SUMMARY BY EXPENDITURE CATEGORY

SOURCE CONTROL SUM

	2001/2002 ACTUAL	2002/2003 ADJUSTED BUDGET	2003/2004 ADOPTED BUDGET
EMPLOYEE SERVICES	372,316	437,205	408,643
MAINTENANCE & UTILITIES	7,975	13,636	12,954
SUPPLIES & SERVICES	304,700	389,809	386,342
DEPRECIATION	3,788	2,484	3,208
	-----	-----	-----
SUBTOTAL	688,779	843,134	811,147
NET INTERDEPARTMENTAL	10,184-	10,937	34,314
	-----	-----	-----
TOTAL	678,595	854,071	845,461
CAPITAL EXPENSE	2,417-	0	0
	-----	-----	-----
TOTAL EXPENSES AND CAPITAL	676,178	854,071	845,461
	=====	=====	=====

AUTHORIZED PERSONNEL BUDGET YEAR 2003/2004

602-STORMWATER MAINT. & OPERATIONS

	Authorized 2001/ 2002	2002/ 2003	Adopted 2003/ 2004	Frozen 2003/ 2004
2900-SOURCE CONTROL SUM				
WATER POLLUTION CONTROL ADMIN	1.00	1.00	1.00	0.00
ADMINISTRATIVE ANALYST II	0.00	0.00	1.00	0.00
ADMINISTRATIVE ANALYST I	1.00	1.00	0.00	0.00
WATER POLLUTION SOURCE CONT.INSP.	2.00	2.00	2.00	0.00
SECRETARY	1.00	1.00	1.00	0.00
Division Totals	5.00	5.00	5.00	0.00

Street Maintenance Division
STORMWATER MANAGEMENT AND URBAN RUNOFF CONTROL PROGRAM

The Street Maintenance Division performs street sweeping services as part of the Stormwater Management and Urban Runoff Control Program. Sweeper equipment operators sweep the residential and industrial areas twice a month, commercial areas three times per week, and major arterials biweekly. Crews maintain a firm sweeping schedule March through October, but deviate from the schedule November through February, due to the large amount of falling leaves. The Street Maintenance Division also performs storm drain maintenance. Stormwater inlet maintenance and cleaning of ditches, debris boxes, and culverts are completed once prior to the rainy season and continue as needed until spring. This Division also applies "No Dumping Drains to Bay" drain stencils to storm drains.

2001-03 ACCOMPLISHMENTS

1. Evaluated and continued to deliver services to new developments and annexations and continued to deliver current service levels to all areas.
2. Modified street sweeping schedule to deliver services for new developments and continue current service levels.

2003-04 OBJECTIVES

1. Continue to evaluate the Division's ability to deliver services to new developments and annexations, without impacting the existing levels of service in other areas.

DIVISION SUMMARY BY EXPENDITURE CATEGORY

STORMWATER MGMT & URBAN RUNOFF

	2001/2002 ACTUAL	2002/2003 ADJUSTED BUDGET	2003/2004 ADOPTED BUDGET
EMPLOYEE SERVICES	479,745	481,811	523,288
MAINTENANCE & UTILITIES	14,385	19,625	18,644
SUPPLIES & SERVICES	322,024	355,757	351,296
DEPRECIATION	0	0	0
	-----	-----	-----
SUBTOTAL	816,154	857,193	893,228
NET INTERDEPARTMENTAL	232,650	218,559	354,358
	-----	-----	-----
TOTAL	1,048,804	1,075,752	1,247,586
CAPITAL EXPENSE	2,108	0	0
	-----	-----	-----
TOTAL EXPENSES AND CAPITAL	1,050,912	1,075,752	1,247,586
	=====	=====	=====

AUTHORIZED PERSONNEL BUDGET YEAR 2003/2004

602-STORMWATER MAINT. & OPERATIONS

	Authorized 2001/ 2002	2002/ 2003	Adopted 2003/ 2004	Frozen 2003/ 2004
2920-STORMWATER MGMT & URBAN RUNOFF				
SWEEPER EQUIPMENT OPERATOR	5.00	5.00	5.00	0.00
LABORER	1.00	1.00	1.00	0.00
MAINTENANCE WORKER	1.00	1.00	1.00	0.00
Division Totals	7.00	7.00	7.00	0.00

Utilities Division - Maintenance
STORMWATER PUMP STATION MAINTENANCE PROGRAM

The Utilities Division includes the Stormwater Pump Station Maintenance Program. This program maintains and operates grade separation lift stations, to prevent flooding, on the following streets: Tennyson, D Street, Orchard, and Harder Road. Predictive and preventative maintenance is conducted on a regular basis to assure equipment reliability at pump stations.

2001-03 ACCOMPLISHMENTS

1. Coated the interiors of wet wells with leakage problems to prevent corrosion and seal out groundwater.
2. Painted all grade separation mechanical equipment.

2003-04 OBJECTIVES

1. Conduct electrical and safety evaluations at four grade separation sites to identify needed code and safety improvements.

FUND: STORMWATER MAINT. & OPERATIONS FUND NUMBER: 602-2930
PROGRAM MANAGER: SOURCE CONTROL ADMIN

DIVISION SUMMARY BY EXPENDITURE CATEGORY

UTILITIES MAINTENANCE

	2001/2002 ACTUAL	2002/2003 ADJUSTED BUDGET	2003/2004 ADOPTED BUDGET
EMPLOYEE SERVICES	0	0	0
MAINTENANCE & UTILITIES	1,532	5,624	5,343
SUPPLIES & SERVICES	1,959	2,122	2,016
DEPRECIATION	0	0	0
	-----	-----	-----
SUBTOTAL	3,491	7,746	7,359
NET INTERDEPARTMENTAL	19,193	19,654	19,543
	-----	-----	-----
TOTAL	22,684	27,400	26,902
CAPITAL EXPENSE	0	0	0
	-----	-----	-----
TOTAL EXPENSES AND CAPITAL	22,684	27,400	26,902
	=====	=====	=====

WASTEWATER MAINTENANCE AND OPERATIONS FUND

This fund accounts for the revenue and expenditures associated with the collection and treatment of sewage. The sewer service charge (the sewer rate), which is the operation fee charged to consumers, generates the majority of the revenue for this fund (\$13.1 million). Additional revenue includes the sewer connection fees, which are used to fund sewer system improvements (\$1.05 million.)

Budgeted Net Income (Loss) This fund shows a budgeted loss for 2003-04. A review of Transfers to Other Funds indicates the reason for the deficit. In 2003-04, the Operations Fund is able to transfer \$3.0 million to capital reserves. Adjusting for this transfer indicates the Operating Fund will generate a positive income.

The services represented in this fund include:

WASTEWATER SYSTEM ADMINISTRATION

- System Administration
- Rate Setting
- Wastewater Engineering

WATER POLLUTION CONTROL FACILITY

- Water Pollution Control Facility Operation and Maintenance
- Closed Landfill Management

COLLECTION SYSTEM MAINTENANCE

- Sewer Maintenance
- Utilities Mechanical Maintenance

WATER POLLUTION SOURCE CONTROL

- Industrial Pretreatment and Regulation

FUND SUMMARY BY EXPENDITURE CATEGORY

611 & 612

WASTEWATER REVENUE & OPER.FUND

	2001/2002 ACTUAL	2002/2003 ADJUSTED BUDGET	2003/2004 ADOPTED BUDGET
EMPLOYEE SERVICES	3,087,673	3,501,924	3,672,126
MAINTENANCE & UTILITIES	829,992	999,772	988,593
SUPPLIES & SERVICES	5,269,756	4,383,533	4,350,757
DEPRECIATION	2,977,015	2,724,625	3,211,732
	-----	-----	-----
SUBTOTAL	12,164,436	11,609,854	12,223,208
NET INTERDEPARTMENTAL	382,747	591,374	657,724
	-----	-----	-----
TOTAL	12,547,183	12,201,228	12,880,932
 CAPITAL EXPENSE	 19,337	 25,500	 7,000
	-----	-----	-----
TOTAL EXPENSES AND CAPITAL	12,566,520	12,226,728	12,887,932
	=====	=====	=====

**AUTHORIZED PERSONNEL
BUDGET YEAR 2003/2004**

612-WASTEWATER REVENUE & OPER.FUND

	Authorized 2001/ 2002	2002/ 2003	Adopted 2003/ 2004	Frozen 2003/ 2004
2000-PUBLIC WORKS DEPARTMENT				
WATER POLLUTION CONTROL FAC.MGR.	1.00	1.00	1.00	0.00
WPCF OPERATIONS & MAINT MANAGER	0.00	0.00	1.00	0.00
WPCF SUPERVISOR	1.00	1.00	0.00	0.00
WPCF OPERATIONS SUPERVISOR	0.00	0.00	1.00	0.00
WPCF MAINTENANCE SUPERVISOR	0.00	0.00	1.00	0.00
UTILITIES ENGINEER	1.00	1.00	1.00	0.00
SR.WATER POLLUTION SOURCE CONT.INSP	1.00	1.00	1.00	0.00
WATER POLLUTION SOURCE CONT.INSP.	2.00	3.00	3.00	0.00
FACILITIES ELECTRICIAN I	1.00	1.00	1.00	0.00
LAB SUPERVISOR	1.00	1.00	1.00	0.00
LABORATORY TECHNICIAN	3.00	3.00	3.00	0.00
SENIOR UTILITY LEADER	1.00	1.00	1.00	0.00
WPCF LEAD OPERATOR	8.00	8.00	6.00	0.00
UTILITY LEADER	2.00	2.00	2.00	0.00
SR.UTILITIES MAINTENANCE MECHANIC	1.00	1.00	1.00	0.00
UTILITIES MAINTENANCE MECHANIC	4.00	4.00	3.00	0.00
FACILITIES ELECTRICIAN II	2.00	2.00	2.00	0.00
SR.WATER POLLUTION CONT.FAC.OPER.	1.00	1.00	0.00	0.00
WPCF OPERATOR	5.00	5.00	6.00	0.00
UTILITY WORKER	4.00	4.00	4.00	0.00
SENIOR SECRETARY	1.00	1.00	1.00	0.00
LABORER	2.00	2.00	2.00	0.00
TECHNICAL INTERN	0.50	0.50	0.50	0.00
 Department Totals	 42.50	 43.50	 42.50	 0.00

WASTEWATER REVENUE AND MAINTENANCE AND OPERATION FUNDS

	2001/2002 ACTUAL	2002/2003 ADJUSTED BUDGET	2003/2004 ADOPTED BUDGET
ESTIMATED REVENUES			
SEWER SERVICE CHARGE	12,016,629	12,200,000	13,100,000
SEWER CONNECTION FEES	1,187,281	1,500,000	1,050,000
INTEREST EARNED	432,835	300,000	165,000
OTHER REVENUES	80,822	522,857	569,000
	-----	-----	-----
SUBTOTAL	13,717,567	14,522,857	14,884,000
TRANSFERS FROM OTHER FUNDS			
TOTAL-DETAIL ON NEXT PAGE	0	0	0
	-----	-----	-----
TOTAL CURRENT INCOME	13,717,567	14,522,857	14,884,000
	-----	-----	-----
OPERATING REQUIREMENTS			
EMPLOYEE SERVICES	3,087,673	3,501,924	3,761,817
MAINTENANCE & UTILITIES	829,992	999,772	988,593
SUPPLIES & SERVICES	4,519,109	4,358,533	4,327,007
DEPRECIATION	2,977,015	2,724,625	3,211,732
NET EXPENSE TRANSFERS	382,747	591,374	657,724
BAD DEBT EXPENSE	60,727	25,000	23,750
	-----	-----	-----
SUBTOTAL	11,857,263	12,201,228	12,970,623
TRANSFERS TO OTHER FUNDS			
TOTAL-DETAIL ON NEXT PAGE	4,528,064	4,441,363	4,330,408
	-----	-----	-----
TOTAL CURRENT REQUIREMENT	16,385,327	16,642,591	17,301,031
	-----	-----	-----
NET CURRENT INCOME<LOSS>	< 2,667,760>	< 2,119,734>	< 2,417,031>
	=====	=====	=====
CAPITAL ACQUISITIONS			
CAPITAL PROJECTS	0	0	0
OTHER CAPITAL EXPENSE	19,337	25,500	7,000
	-----	-----	-----
TOTAL	19,337	25,500	7,000
	=====	=====	=====

WASTEWATER REVENUE AND MAINTENANCE AND OPERATION FUNDS

	2001/2002 ACTUAL	2002/2003 ADJUSTED BUDGET	2003/2004 ADOPTED BUDGET
TRANSFERS FROM OTHER FUNDS			
	-----	-----	-----
TOTAL	0	0	0
	=====	=====	=====
TRANSFERS TO OTHER FUNDS			
D/S ABAG 2001-02(ABAG XXIV)	111,143-	126,607-	85,483-
D/S 96 SEWER REFUNDING/REPLACE	459,014-	457,119-	457,114-
MISC TRSFR FR SEWER IMPROVEMNT	289-	0	0
MISC TRSFR FR WWTP REPLACEMENT	1,601-	2,194-	0
COST ALLOC TO GENERAL FUND	571,525	571,525	617,247
CAPITAL RESERVES TO SEWER	1,000,000	1,000,000	1,000,000
CAPITAL RESERVES TO WWTP	2,000,000	2,000,000	2,000,000
CONNECT. FEE TRAN TO SEWER IMP	1,187,281	1,250,000	1,050,000
MISC TRSFR TO WASTEWTR REV/EX.	6,019,204	6,002,852	0
ASSET TRANSF TO OTH FDS - OPER	139,258	0	0
MISC TRSFR FR SEWER REVENUE FD	6,019,204-	6,002,852-	0
LIABILITY INSURANCE ALLOC	202,047	205,758	205,758
	-----	-----	-----
TOTAL	4,528,064	4,441,363	4,330,408
	=====	=====	=====

WASTEWATER REVENUE AND MAINTENANCE AND OPERATION FUNDS

WORKING CAPITAL SUMMARY

	2001/2002 ACTUAL	2002/2003 ESTIMATED ACTUAL	2003/2004 ADOPTED BUDGET
ESTIMATED REVENUES			
SERVICE FEES	12,016,629	12,000,000	13,100,000
INTEREST	432,835	300,000	165,000
OTHER REVENUES	432,081	522,857	569,000
	-----	-----	-----
SUBTOTAL	12,881,545	12,822,857	13,834,000
TRANSFERS FROM OTHER FUNDS			
TOTAL-DETAIL ON NEXT PAGE	0	0	0
	-----	-----	-----
TOTAL CURRENT INCOME	12,881,545	12,822,857	13,834,000
	-----	-----	-----
OPERATING REQUIREMENTS			
EMPLOYEE SERVICES	3,087,673	3,501,924	3,761,817
MAINTENANCE & UTILITIES	829,992	999,772	988,593
SUPPLIES & SERVICES	2,904,209	2,767,977	2,774,735
NET EXPENSE TRANSFERS	581,213	591,374	657,724
BAD DEBT EXPENSE	60,727	25,000	23,750
LONG TERM DEBT	1,602,237	1,565,689	1,552,272
	-----	-----	-----
SUBTOTAL	9,066,051	9,451,736	9,758,891
TRANSFERS TO OTHER FUNDS			
TOTAL-DETAIL ON NEXT PAGE	3,340,783	2,943,557	3,280,408
	-----	-----	-----
TOTAL CURRENT REQUIREMENT	12,406,834	12,395,293	13,039,299
	-----	-----	-----
NET CURRENT INCOME<LOSS>	474,711	427,564	794,701
OTHER CAPITAL EXPENSE	19,337	25,500	7,000
BALANCE SHEET &/OR AUDIT ADJ	645,662	0	0
	-----	-----	-----
NET INC/<DEC> WK CAPITAL	1,101,036	402,064	787,701
BEGINNING WK CAPITAL BALANCE	7,846,971	8,948,007	9,350,071
	-----	-----	-----
ENDING WORKING CAPITAL BALANCE	8,948,007	9,350,071	10,137,772
	=====	=====	=====

**WASTEWATER REVENUE AND MAINTENANCE AND OPERATION FUNDS
WORKING CAPITAL SUMMARY**

	2001/2002 ACTUAL	2002/2003 ESTIMATED ACTUAL	2003/2004 ADOPTED BUDGET
TRANSFERS FROM OTHER FUNDS			
TOTAL	0	0	0
	=====	=====	=====
TRANSFERS TO OTHER FUNDS			
SEWER CONNECTION FEE	1,187,281-	1,500,000-	1,050,000-
D/S ABAG 2001-02(ABAG XXIV)	111,143-	126,607-	85,483-
D/S 96 SEWER REFUNDING/REPLACE	459,014-	457,119-	457,114-
MISC TRSFR FR SEWER IMPROVEMNT	289-	0	0
MISC TRSFR FR WWTP REPLACEMENT	1,601-	0	0
COST ALLOC TO GENERAL FUND	571,525	571,525	617,247
CAPITAL RESERVES TO SEWER	1,000,000	1,000,000	1,000,000
CAPITAL RESERVES TO WWTP	2,000,000	2,000,000	2,000,000
CONNECT. FEE TRAN TO SEWER IMP	1,187,281	1,250,000	1,050,000
MISC TRSFR TO WASTEWTR REV/EX.	6,019,204	0	0
ASSET TRANSF TO OTH FDS - OPER	139,258	0	0
MISC TRSFR FR SEWER REVENUE FD	6,019,204-	0	0
LIABILITY INSURANCE ALLOC	202,047	205,758	205,758
TOTAL	3,340,783	2,943,557	3,280,408
	=====	=====	=====
OPERATING EXPENSES EXCLUDED			
DEPRECIATION	2,977,015	2,724,625	3,211,732
TOTAL	2,977,015	2,724,625	3,211,732
	=====	=====	=====

Utilities Division - Administration
WASTEWATER SYSTEM ADMINISTRATION PROGRAM

The Utilities Division's Wastewater System Administration is responsible for coordinating and supervising major Sanitary Sewer operating programs. Administration staff ensures that all federal, state, and local discharge requirements and regulations are implemented and that the City is in full compliance. Staff represents the City at the East Bay Dischargers Authority (EBDA).

A major effort is undertaken each year to establish sanitary sewer service rates in a manner that is equitable to over 140,000 residential and business customers.

2001-03 ACCOMPLISHMENTS

1. Managed the design and construction of various sewer collection system and Water Pollution Control Facility (WPCF) projects, including design and construction of Meek Avenue and Meekland Avenue sewer improvements and replacement of various sewer lines.
2. Completed seismic retrofits of various WPCF facilities and storage buildings.
3. Conducted pilot program to study the feasibility of providing tertiary treated wastewater to proposed Russell City Energy Center and other appropriate customers.

2003-04 OBJECTIVES

1. Manage design and begin construction of the WPCF Phase I Improvement Project.

FUND: SEWER REVENUE
PROGRAM MANAGER: DEP DIR PUBLIC WORKS/UTIL

FUND NUMBER: 611-3110

DIVISION SUMMARY BY EXPENDITURE CATEGORY

WASTEWATER SYS ADMINISTRATION

	2001/2002 ACTUAL	2002/2003 ADJUSTED BUDGET	2003/2004 ADOPTED BUDGET
EMPLOYEE SERVICES	0	0	0
MAINTENANCE & UTILITIES	0	0	0
SUPPLIES & SERVICES	2,382,171	2,918,556	2,922,022
DEPRECIATION	2,977,015	2,724,625	3,211,732
	-----	-----	-----
SUBTOTAL	5,359,186	5,643,181	6,133,754
NET INTERDEPARTMENTAL	0	0	0
	-----	-----	-----
TOTAL	5,359,186	5,643,181	6,133,754
CAPITAL EXPENSE	0	0	0
	-----	-----	-----
TOTAL EXPENSES AND CAPITAL	5,359,186 =====	5,643,181 =====	6,133,754 =====

Utilities Division**WATER POLLUTION CONTROL FACILITY PROGRAM**

The Water Pollution Control Facility (WPCF) provides treatment and disposal of domestic and industrial wastewater. The treatment meets the standards of the Regional Water Quality Control Board and the U.S. Environmental Protection Agency. Effluent from the plant is pumped into the East Bay Dischargers Authority "super sewer" line for final disposal in the deeper water of San Francisco Bay near the Bay Bridge.

2001-03 ACCOMPLISHMENTS

1. Provided input during the design phase of the WPCF treatment process improvements.
2. Monitored construction of the #3 primary digester upgrade.
3. Designed and constructed the grit removal system.
4. Rehabilitated one of the two clarifiers in the primary treatment process in 2002-03. Work on the second unit is scheduled for 2003-04.
5. Postponed cleaning and inspection of the #2 anaerobic digester until 2003-04 due to the project length required to complete the #3 primary digester upgrade.
6. Determined that upgrade of the final effluent/chlorine contact channel, would be included in Phase II of the WPCF Improvement Project, which is scheduled to begin in 2005-06.

2003-04 OBJECTIVES

1. Provide information and input during the final design and initial construction of the Phase I WPCF Improvements.
2. Clean 1.4 million gallon anaerobic digester.

FUND: WASTEWATER REVENUE & OPER.FUND FUND NUMBER: 612-3100
PROGRAM MANAGER: DEP DIR PUBLIC WORKS/UTIL

DIVISION SUMMARY BY EXPENDITURE CATEGORY

WATER POLLUTION CNTL FACILITY

	2001/2002 ACTUAL	2002/2003 ADJUSTED BUDGET	2003/2004 ADOPTED BUDGET
EMPLOYEE SERVICES	2,152,251	2,473,721	2,593,979
MAINTENANCE & UTILITIES	695,934	833,005	824,831
SUPPLIES & SERVICES	1,213,543	1,234,996	1,203,357
DEPRECIATION	0	0	0
	-----	-----	-----
SUBTOTAL	4,061,728	4,541,722	4,622,167
NET INTERDEPARTMENTAL	67,310	198,040	227,509
	-----	-----	-----
TOTAL	4,129,038	4,739,762	4,849,676
CAPITAL EXPENSE	9,287	0	0
	-----	-----	-----
TOTAL EXPENSES AND CAPITAL	4,138,325 =====	4,739,762 =====	4,849,676 =====

**AUTHORIZED PERSONNEL
BUDGET YEAR 2003/2004**

612-WASTEWATER REVENUE & OPER.FUND

	Authorized 2001/ 2002	2002/ 2003	Adopted 2003/ 2004	Frozen 2003/ 2004
3100-WATER POLLUTION CNTL FACILITY				
WATER POLLUTION CONTROL FAC.MGR.	1.00	1.00	1.00	0.00
WPCF OPERATIONS & MAINT MANAGER	0.00	0.00	1.00	0.00
WPCF SUPERVISOR	1.00	1.00	0.00	0.00
WPCF OPERATIONS SUPERVISOR	0.00	0.00	1.00	0.00
WPCF MAINTENANCE SUPERVISOR	0.00	0.00	1.00	0.00
UTILITIES ENGINEER	1.00	1.00	1.00	0.00
FACILITIES ELECTRICIAN I	1.00	1.00	1.00	0.00
LAB SUPERVISOR	1.00	1.00	1.00	0.00
LABORATORY TECHNICIAN	3.00	3.00	3.00	0.00
WPCF LEAD OPERATOR	8.00	8.00	6.00	0.00
SR.UTILITIES MAINTENANCE MECHANIC	1.00	1.00	1.00	0.00
UTILITIES MAINTENANCE MECHANIC	3.00	3.00	2.00	0.00
FACILITIES ELECTRICIAN II	1.00	1.00	1.00	0.00
SR.WATER POLLUTION CONT.FAC.OPER.	1.00	1.00	0.00	0.00
WPCF OPERATOR	5.00	5.00	6.00	0.00
SENIOR SECRETARY	1.00	1.00	1.00	0.00
LABORER	2.00	2.00	2.00	0.00
Division Totals	30.00	30.00	29.00	0.00

Utilities Division**COLLECTION SYSTEM AND UTILITIES MAINTENANCE PROGRAMS**

This program consists of the Collection System Maintenance Group and the Utilities Mechanical Maintenance Group. The Collection System Maintenance Group maintains and repairs sewers. Preventive maintenance includes cleaning, televising, spot repairs, and use of root control chemicals, rodent control, response to service requests, inspections, checking trouble spots, and minor repairs.

The Utilities Mechanical Maintenance Program operates and maintains eight sewage lift stations, six water pump stations, 27 pressure reducing stations, 13 reservoirs, emergency wells, chemical feed systems, portable emergency equipment and other miscellaneous water facilities. Water facilities are properly maintained to assure a safe supply of drinking water, adequate water flow and pressure for fire fighting purposes, and proper pressure to sewage pumping facilities to convey sewage safely to the Water Pollution Control Facility.

2001-03 ACCOMPLISHMENTS

1. Installed a new state-of-the-art closed circuit TV system for sewer inspection in January 2002.
2. Participated with the Union Sanitary District in the cleaning and televising of approximately 40,000 feet of trunk sewers.
3. Began operation of new Airport Wastewater Pump Station.
4. Began operation of new Walpert Water Pump Station.
5. Began preparation for conversion to chloramine, with all required improvements to be in place prior to the November 2003 conversion date.

2003-04 OBJECTIVES

1. Perform CCTV inspection of 50 miles of various size sewer pipe.

DIVISION SUMMARY BY EXPENDITURE CATEGORY

COLLECTION SYSTEM MAINTENANCE

	2001/2002 ACTUAL	2002/2003 ADJUSTED BUDGET	2003/2004 ADOPTED BUDGET
EMPLOYEE SERVICES	679,712	694,159	724,392
MAINTENANCE & UTILITIES	125,363	152,770	150,465
SUPPLIES & SERVICES	160,807	155,259	151,634
DEPRECIATION	0	0	0
	-----	-----	-----
SUBTOTAL	965,882	1,002,188	1,026,491
NET INTERDEPARTMENTAL	186,202	244,951	274,740
	-----	-----	-----
TOTAL	1,152,084	1,247,139	1,301,231
CAPITAL EXPENSE	6,835	0	7,000
	-----	-----	-----
TOTAL EXPENSES AND CAPITAL	1,158,919	1,247,139	1,308,231
	=====	=====	=====

AUTHORIZED PERSONNEL BUDGET YEAR 2003/2004

612-WASTEWATER REVENUE & OPER.FUND

	Authorized 2001/ 2002	2002/ 2003	Adopted 2003/ 2004	Frozen 2003/ 2004
3120-COLLECTION SYSTEM MAINTENANCE				
SENIOR UTILITY LEADER	1.00	1.00	1.00	0.00
UTILITY LEADER	2.00	2.00	2.00	0.00
UTILITIES MAINTENANCE MECHANIC	1.00	1.00	1.00	0.00
FACILITIES ELECTRICIAN II	1.00	1.00	1.00	0.00
UTILITY WORKER	4.00	4.00	4.00	0.00
Division Totals	9.00	9.00	9.00	0.00

Utilities Division - Water Pollution Source Control
INDUSTRIAL PRETREATMENT PROGRAM

Water Pollution Source Control implements the Industrial Pretreatment Program, which performs all of the source oriented water pollution control activities associated with the sanitary sewer system as required by federal and state law. The program's primary mission is to prevent the pass-through of pollutants to San Francisco Bay and to prevent interference with the wastewater treatment process.

2001-03 ACCOMPLISHMENTS

1. Provided oversight and input into various collection system rehabilitation projects.
2. Provided initial staff training on the use of chloramine as the primary water disinfectant. Ongoing training is planned as needed.
3. Expanded the Pollution Prevention Program to strengthen and enhance components, including public outreach, industrial and commercial facility contact, and sampling as mandated by the RWQCB and new National Pollutant Discharge Elimination System (NPDES) permit.
4. Managed consultant services contract for new Local Wastewater Discharge Limits Proposal.
5. Submitted all reports as required by the RWQCB and USEPA, including comprehensive Pretreatment Program and Pollution Prevention Program semi-annual and annual reports.

2003-04 OBJECTIVES

1. Continue to expand the Pollution Prevention Program to strengthen and enhance components, including public outreach, industrial & commercial facility contact, and sampling as mandated by the RWQCB and NPDES permit.

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WATER MAINTENANCE AND OPERATIONS FUND

This fund accounts for all activities associated with the purchase, transmission, and distribution of a high quality, reliable supply of water. City of Hayward water is purchased from the San Francisco Public Utilities Commission. This fund is primarily supported by water use charges (the water rate), which represent the cost to consumers for water consumption and is affected by wholesale water prices and consumption trends. Water use charges (the water rate) generate the majority of the revenue for this fund (\$17.3 million). Additional revenue includes water service charges, which are fixed costs (unrelated to the amount of water used), associated with serving consumers (\$2.0 million.)

Budgeted Net Income (Loss) This fund shows a budgeted loss for 2003-04. A review of Transfers to Other Funds indicates the reason for the deficit. In 2003-04, the Operation Fund is able to transfer \$2.0 million to the capital reserve fund. Adjusting for this transfer indicates the Operating Fund will generate a positive income.

The services represented in this fund include:

WATER SYSTEM ADMINISTRATION

- System Administration
- Rate Setting
- Water Engineering

WATER MAINTENANCE

- Fire Hydrant Maintenance
- Meter Reading
- Pump Station Operation
- Reservoir Operation
- Water Main Maintenance

LANDSCAPE WATER CONSERVATION

- Landscape Irrigation Systems Rehabilitation

UTILITY BILLING

- Customer Billing Office

FUND SUMMARY BY EXPENDITURE CATEGORY

621

WATER MAINTENANCE & OPER. FUND

	2001/2002 ACTUAL	2002/2003 ADJUSTED BUDGET	2003/2004 ADOPTED BUDGET
EMPLOYEE SERVICES	3,921,551	4,066,296	4,322,291
MAINTENANCE & UTILITIES	677,819	639,114	635,027
SUPPLIES & SERVICES	10,618,042	13,635,463	12,837,906
DEPRECIATION	1,179,938	1,216,116	1,279,329
	-----	-----	-----
SUBTOTAL	16,397,350	19,556,989	19,074,553
NET INTERDEPARTMENTAL	411,777-	397,971-	333,871-
	-----	-----	-----
TOTAL	15,985,573	19,159,018	18,740,682
 CAPITAL EXPENSE	 13,964	 7,000	 3,000
	-----	-----	-----
TOTAL EXPENSES AND CAPITAL	15,999,537	19,166,018	18,743,682
	=====	=====	=====

**AUTHORIZED PERSONNEL
BUDGET YEAR 2003/2004**

621-WATER MAINTENANCE & OPER. FUND

	Authorized 2001/ 2002	2002/ 2003	Adopted 2003/ 2004	Frozen 2003/ 2004
2000-PUBLIC WORKS DEPARTMENT				
DEPUTY DIRECTOR OF PUBLIC WORKS	1.00	1.00	1.00	0.00
UTILITIES SUPERINTENDENT	1.00	1.00	1.00	0.00
UTILITIES OPERATIONS & MAINT MANAGER	0.00	0.00	1.00	0.00
WATER INSTALLATION & MAINT.SUPVR.	1.00	1.00	0.00	0.00
UTILITIES MAINTENANCE SUPERVISOR	1.00	1.00	1.00	0.00
ADMINISTRATIVE ANALYST III	0.00	1.00	1.00	0.00
UTILITIES ENGINEER	1.00	1.00	1.00	0.00
ADMINISTRATIVE ANALYST II	1.00	0.00	0.00	0.00
ASSOC CIVIL ENGINEER	1.00	1.00	1.00	0.00
SENIOR UTILITY CUSTOMER SERVICE LEADER	1.00	1.00	1.00	0.00
SENIOR UTILITY LEADER	1.00	1.00	1.00	0.00
UTILITY LEADER	3.00	3.00	3.00	0.00
UTILITIES MAINTENANCE MECHANIC	2.00	2.00	2.00	0.00
WATER METER MECHANIC	3.00	3.00	3.00	0.00
CROSS CONNECTION CONTROL SPECIALIST	1.00	1.00	1.00	0.00
FACILITIES ELECTRICIAN II	1.00	1.00	1.00	0.00
EQUIPMENT OPERATOR	2.00	2.00	2.00	0.00
GROUNDSKEEPER II	2.00	2.00	2.00	0.00
GROUNDSKEEPER I	1.00	1.00	2.00	0.00
SENIOR UTILITY SERVICE REP.	1.00	1.00	1.00	0.00
UTILITY SERVICE REPRESENTATIVE	1.00	1.00	1.00	0.00
UTILITIES SERVICE WORKER	2.00	2.00	2.00	0.00
UTILITY WORKER	14.00	14.00	14.00	0.00
STOREKEEPER - EXPEDITER	1.00	1.00	1.00	0.00
ADMINISTRATIVE SECRETARY	1.00	1.00	1.00	0.00
SENIOR SECRETARY	1.00	1.00	1.00	0.00
SECRETARY	1.00	1.00	1.00	0.00
WATER METER READER	2.50	2.50	2.50	0.00
LABORER	1.00	1.00	0.00	0.00
 Department Totals	 49.50	 49.50	 49.50	 0.00

**AUTHORIZED PERSONNEL
BUDGET YEAR 2003/2004**

621-WATER MAINTENANCE & OPER. FUND

	Authorized 2001/ 2002	2002/ 2003	Adopted 2003/ 2004	Frozen 2003/ 2004
1700-FINANCE DEPARTMENT				
LEAD CUSTOMER ACCOUNT CLERK	1.00	1.00	1.00	0.00
SENIOR CUSTOMER ACCOUNT CLERK	2.00	2.00	2.00	0.00
CUSTOMER ACCOUNT CLERK	3.50	3.50	3.50	0.00
 Department Totals	 6.50	 6.50	 6.50	 0.00

WATER MAINTENANCE & OPERATION FUND

	2001/2002 ACTUAL	2002/2003 ADJUSTED BUDGET	2003/2004 ADOPTED BUDGET
ESTIMATED REVENUES			
WATER SALES	16,634,776	16,900,000	17,300,000
WATER SERVICE CHARGES	2,081,023	2,000,000	2,000,000
INSTALLATION FEES	247,430	200,000	200,000
INTEREST INCOME	587,423	282,000	210,000
OTHER REVENUE	365,104	641,770	672,000
	-----	-----	-----
SUBTOTAL	19,915,756	20,023,770	20,382,000
TRANSFERS FROM OTHER FUNDS			
TOTAL-DETAIL ON NEXT PAGE	0	0	0
	-----	-----	-----
TOTAL CURRENT INCOME	19,915,756	20,023,770	20,382,000
	-----	-----	-----
OPERATING REQUIREMENTS			
EMPLOYEE SERVICES	3,921,551	4,066,296	4,322,291
MAINTENANCE & UTILITIES	677,819	639,114	635,027
SUPPLIES & SERVICES	2,732,639	3,210,463	3,214,156
DEPRECIATION	1,179,938	1,216,116	1,279,329
NET EXPENSE TRANSFERS	411,777-	397,971-	333,871-
WATER PURCHASES	7,771,525	10,400,000	9,600,000
BAD DEBT EXPENSE	113,878	25,000	23,750
	-----	-----	-----
SUBTOTAL	15,985,573	19,159,018	18,740,682
TRANSFERS TO OTHER FUNDS			
TOTAL-DETAIL ON NEXT PAGE	5,374,607	4,312,150	2,446,821
	-----	-----	-----
TOTAL CURRENT REQUIREMENT	21,360,180	23,471,168	21,187,503
	-----	-----	-----
NET CURRENT INCOME<LOSS>	< 1,444,424>	< 3,447,398>	< 805,503>
	=====	=====	=====
CAPITAL ACQUISITIONS			
CAPITAL PROJECTS	0	0	0
OTHER CAPITAL EXPENSE	13,964	7,000	3,000
	-----	-----	-----
TOTAL	13,964	7,000	3,000
	=====	=====	=====

WATER MAINTENANCE & OPERATION FUND

	2001/2002 ACTUAL	2002/2003 ADJUSTED BUDGET	2003/2004 ADOPTED BUDGET
TRANSFERS FROM OTHER FUNDS			
	-----	-----	-----
TOTAL	0	0	0
	=====	=====	=====
TRANSFERS TO OTHER FUNDS			
D/S ABAG 2001-02(ABAG XXIV)	111,143-	126,607-	85,483-
D/S 01 WATER SYS TRANSFER	57,911-	300,724-	89,308-
1.8 PYMT WTR MAINT TO OPER	0	0	180,000-
MISC TRSFR FR WTR IMPR FD	683-	425-	0
MISC TRSFR FR AIRPORT	1,205-	1,260-	202,579-
COST ALLOC TO GENERAL FUND	787,811	787,811	850,836
LIABILITY INSURANCE ALLOC	150,589	153,355	153,355
CAPITAL RESERVES TO WATER	2,000,000	2,000,000	2,000,000
D/S 01 WATER SYS IMPRV PROJECT	2,600,000	0	0
INTERFD BORR WTR IMPRV	0	1,800,000	0
ASSET TRANSF TO OTH FDS - OPER	7,149	0	0
	-----	-----	-----
TOTAL	5,374,607	4,312,150	2,446,821
	=====	=====	=====

**WATER MAINTENANCE & OPERATION FUND
WORKING CAPITAL SUMMARY**

	2001/2002 ACTUAL	2002/2003 ESTIMATED ACTUAL	2003/2004 ADOPTED BUDGET
ESTIMATED REVENUES			
WATER SALES	16,634,776	16,600,000	17,300,000
WATER SERVICE CHARGES	2,081,023	2,000,000	2,000,000
INSTALLATION FEES	247,430	200,000	200,000
INTEREST INCOME	587,423	282,000	210,000
OTHER REVENUE	365,104	641,770	672,000
	-----	-----	-----
SUBTOTAL	19,915,756	19,723,770	20,382,000
TRANSFERS FROM OTHER FUNDS			
TOTAL-DETAIL ON NEXT PAGE	0	0	0
	-----	-----	-----
TOTAL CURRENT INCOME	19,915,756	19,723,770	20,382,000
	-----	-----	-----
OPERATING REQUIREMENTS			
EMPLOYEE SERVICES	3,921,551	4,066,296	4,322,291
MAINTENANCE & UTILITIES	677,819	648,114	635,027
SUPPLIES & SERVICES	2,529,761	2,605,188	2,670,929
NET EXPENSE TRANSFERS	411,777-	397,971-	333,871-
WATER PURCHASES	7,771,525	8,200,000	9,600,000
BAD DEBT EXPENSE	113,878	25,000	23,750
LONG TERM DEBT	352,878	571,408	543,227
	-----	-----	-----
SUBTOTAL	14,955,635	15,718,035	17,461,353
TRANSFERS TO OTHER FUNDS			
TOTAL-DETAIL ON NEXT PAGE	5,374,607	2,513,835	2,446,821
	-----	-----	-----
TOTAL CURRENT REQUIREMENT	20,330,242	18,231,870	19,908,174
	-----	-----	-----
NET CURRENT INCOME<LOSS>	< 414,486>	1,491,900	473,826
OTHER CAPITAL EXPENSE	13,964	7,000	3,000
BALANCE SHEET &/OR AUDIT ADJ	1,586,240	0	0
	-----	-----	-----
NET INC/<DEC> WK CAPITAL	1,157,790	1,484,900	470,826
BEGINNING WK CAPITAL BALANCE	11,399,294	12,557,084	14,041,984
	-----	-----	-----
ENDING WORKING CAPITAL BALANCE	12,557,084	14,041,984	14,512,810
	=====	=====	=====

**WATER MAINTENANCE & OPERATION FUND
WORKING CAPITAL SUMMARY**

	2001/2002 ACTUAL	2002/2003 ESTIMATED ACTUAL	2003/2004 ADOPTED BUDGET
TRANSFERS FROM OTHER FUNDS			
	-----	-----	-----
TOTAL	0	0	0
	=====	=====	=====
TRANSFERS TO OTHER FUNDS			
D/S ABAG 2001-02(ABAG XXIV)	111,143-	126,607-	85,483-
D/S 01 WATER SYS TRANSFER	57,911-	300,724-	89,308-
1.8 PYMT WTR MAINT TO OPER	0	0	180,000-
MISC TRSFR FR WTR IMPR FD	683-	0	0
MISC TRSFR FR AIRPORT	1,205-	0	202,579-
COST ALLOC TO GENERAL FUND	787,811	787,811	850,836
LIABILITY INSURANCE ALLOC	150,589	153,355	153,355
CAPITAL RESERVES TO WATER	2,000,000	2,000,000	2,000,000
D/S 01 WATER SYS IMPRV PROJECT	2,600,000	0	0
ASSET TRANSF TO OTH FDS - OPER	7,149	0	0
	-----	-----	-----
TOTAL	5,374,607	2,513,835	2,446,821
	=====	=====	=====
OPERATING EXPENSES EXCLUDED			
DEPRECIATION	1,179,938	1,216,116	1,279,329
	-----	-----	-----
TOTAL	1,179,938	1,216,116	1,279,329
	=====	=====	=====

Utilities Division – Administration
WATER SYSTEM ADMINISTRATION PROGRAM

The Utilities Division's Water System Administration is responsible for coordination and supervision of the major Water System operating programs. Administration staff ensures that all federal and state requirements and regulations are implemented and fully complied with, and represents the City at the Bay Area Water Users Association. Administration staff also represents the City at the newly created Bay Area Water Supply and Conservation Agency and the San Francisco Bay Area Regional Water System Financing Authority.

A significant effort is undertaken each year to establish equitable water rates by conducting revenue projection studies, anticipating changes in the San Francisco Public Utilities Commission (SFPUC) wholesale water rate, and reviewing the tiered water usage charge based on consumption.

2001-03 ACCOMPLISHMENTS

1. Managed the design and construction of various water system projects, including the Intertie to connect the north and south Walpert Reservoirs and replacement of various water mains.
2. Initiated design of modifications to the water distribution system, as needed, for the change in water disinfectant from chlorine to chloramines. Modifications will be constructed in 2003-04 in advance of the anticipated November 2003 conversion.
3. Managed the design and construction of various water system projects, including design of Hesperian Booster Pump Station, design and construction of seismic retrofit of North Walpert Reservoir, and replacement of various water mains.
4. Prepared analysis of water rate tier structure.

2003-04 OBJECTIVES

1. Manage the design and construction of the East Bay Municipal Utility District, SFPUC, City of Hayward Regional Water Intertie.
2. Manage the design and start of construction of the Hesperian Pump Station.

FUND: WATER MAINTENANCE & OPER. FUND FUND NUMBER: 621-3000
PROGRAM MANAGER: DEP DIR PUBLIC WORKS/UTIL

DIVISION SUMMARY BY EXPENDITURE CATEGORY

WATER-UTILITIES ADMINISTRATION

	2001/2002 ACTUAL	2002/2003 ADJUSTED BUDGET	2003/2004 ADOPTED BUDGET
EMPLOYEE SERVICES	549,511	565,485	615,422
MAINTENANCE & UTILITIES	1,400	5,200	4,940
SUPPLIES & SERVICES	9,506,970	12,593,941	11,845,501
DEPRECIATION	1,179,938	1,216,116	1,279,329
	-----	-----	-----
SUBTOTAL	11,237,819	14,380,742	13,745,192
NET INTERDEPARTMENTAL	158,610-	185,007-	189,760-
	-----	-----	-----
TOTAL	11,079,209	14,195,735	13,555,432
CAPITAL EXPENSE	7,149	0	0
	-----	-----	-----
TOTAL EXPENSES AND CAPITAL	11,086,358	14,195,735	13,555,432
	=====	=====	=====

AUTHORIZED PERSONNEL BUDGET YEAR 2003/2004

621-WATER MAINTENANCE & OPER. FUND

	Authorized 2001/ 2002	Authorized 2002/ 2003	Adopted 2003/ 2004	Frozen 2003/ 2004
3000-WATER-UTILITIES ADMINISTRATION				
DEPUTY DIRECTOR OF PUBLIC WORKS	1.00	1.00	1.00	0.00
ADMINISTRATIVE ANALYST III	0.00	1.00	1.00	0.00
UTILITIES ENGINEER	1.00	1.00	1.00	0.00
ADMINISTRATIVE ANALYST II	1.00	0.00	0.00	0.00
ASSOC CIVIL ENGINEER	1.00	1.00	1.00	0.00
SENIOR UTILITY SERVICE REP.	1.00	1.00	1.00	0.00
SENIOR SECRETARY	1.00	1.00	1.00	0.00
Division Totals	6.00	6.00	6.00	0.00

Utilities Division – Administration
WATER MAINTENANCE PROGRAM

The Water Maintenance Program assures delivery of an uninterrupted supply of the highest quality water possible to Hayward consumers. The water system is required to comply with all waterworks standards, to include the State of California's Department of Health Services and the California Safe Drinking Water Act. Water staff samples the water frequently and work cooperatively with the San Francisco Public Utilities Commission Department water quality laboratory to ensure the quality of Hayward water. Hayward water is subject to regular monitoring by the State Department of Health Services. This program also conducts the Cross Connection Control Inspection Program to assure Hayward's water quality is protected and provides meter-reading services.

2001-03 ACCOMPLISHMENTS

1. Developed and implemented a comprehensive distribution worker training program, including Internet training, on-site training and various correspondence courses, to ensure that employees obtain State mandatory certification.

2003-04 OBJECTIVES

1. Prepare for change in water disinfectant from chlorine to chloramine, scheduled for November 2003, including staff training and facility modifications.

FUND: WATER MAINTENANCE & OPER. FUND FUND NUMBER: 621-3001
PROGRAM MANAGER: DEP DIR PUBLIC WORKS/UTIL

DIVISION SUMMARY BY EXPENDITURE CATEGORY

WATER-DISTRIBUTION

	2001/2002 ACTUAL	2002/2003 ADJUSTED BUDGET	2003/2004 ADOPTED BUDGET
EMPLOYEE SERVICES	2,730,711	2,849,195	2,998,493
MAINTENANCE & UTILITIES	537,993	483,749	487,430
SUPPLIES & SERVICES	890,056	832,036	792,413
DEPRECIATION	0	0	0
	-----	-----	-----
SUBTOTAL	4,158,760	4,164,980	4,278,336
NET INTERDEPARTMENTAL	305,249-	231,689-	214,488-
	-----	-----	-----
TOTAL	3,853,511	3,933,291	4,063,848
CAPITAL EXPENSE	6,815	7,000	3,000
	-----	-----	-----
TOTAL EXPENSES AND CAPITAL	3,860,326 =====	3,940,291 =====	4,066,848 =====

**AUTHORIZED PERSONNEL
BUDGET YEAR 2003/2004**

621-WATER MAINTENANCE & OPER. FUND

	Authorized 2001/ 2002	2002/ 2003	Adopted 2003/ 2004	Frozen 2003/ 2004
3001-WATER-DISTRIBUTION				
UTILITIES SUPERINTENDENT	1.00	1.00	1.00	0.00
UTILITIES OPERATIONS & MAINT. MANAGER	0.00	0.00	1.00	0.00
WATER INSTALLATION & MAINT. SUPVR.	1.00	1.00	0.00	0.00
UTILITIES MAINTENANCE SUPERVISOR	1.00	1.00	1.00	0.00
SENIOR UTILITY CUSTOMER SERVICE LEADER	1.00	1.00	1.00	0.00
SENIOR UTILITY LEADER	1.00	1.00	1.00	0.00
UTILITY LEADER	3.00	3.00	3.00	0.00
UTILITIES MAINTENANCE MECHANIC	2.00	2.00	2.00	0.00
WATER METER MECHANIC	3.00	3.00	3.00	0.00
CROSS CONNECTION CONTROL SPECIALIST	1.00	1.00	1.00	0.00
FACILITIES ELECTRICIAN II	1.00	1.00	1.00	0.00
EQUIPMENT OPERATOR	2.00	2.00	2.00	0.00
UTILITY SERVICE REPRESENTATIVE	1.00	1.00	1.00	0.00
UTILITIES SERVICE WORKER	2.00	2.00	2.00	0.00
UTILITY WORKER	14.00	14.00	14.00	0.00
STOREKEEPER - EXPEDITER	1.00	1.00	1.00	0.00
ADMINISTRATIVE SECRETARY	1.00	1.00	1.00	0.00
SECRETARY	1.00	1.00	1.00	0.00
WATER METER READER	2.50	2.50	2.50	0.00
Division Totals	39.50	39.50	39.50	0.00

Enterprise Fund Public Works Department

Utilities Division – Administration
LANDSCAPE WATER CONSERVATION PROGRAM

The Landscape Water Conservation Program is administered by the Landscape Maintenance Division and supported by the Water Maintenance and Operations Fund. Water Conservation staff installs low water usage irrigation devices, upgrades irrigation systems where necessary for water conservation purposes, and hand waters City landscaped areas such as street trees in the downtown area, along major arterials, and street medians as needed by a water truck.

2001-03 ACCOMPLISHMENTS

1. Conducted field inspections and provided comments on irrigation systems associated with new landscape projects to support the Engineering Division.

2003-04 OBJECTIVES

1. The Landscape Division will conduct field trials of the commercially available centralized water-conserving irrigation controllers in order to develop a standard for the City's irrigation system.

FUND: WATER MAINTENANCE & OPER. FUND FUND NUMBER: 621-2323
 PROGRAM MANAGER: LANDSCAPE MAINTENANCE MGR

DIVISION SUMMARY BY EXPENDITURE CATEGORY

LANDSCAPE - WATER CONSERVATION

	2001/2002 ACTUAL	2002/2003 ADJUSTED BUDGET	2003/2004 ADOPTED BUDGET
EMPLOYEE SERVICES	275,252	274,359	295,878
MAINTENANCE & UTILITIES	133,200	146,167	138,859
SUPPLIES & SERVICES	43,942	36,403	35,357
DEPRECIATION	0	0	0
	-----	-----	-----
SUBTOTAL	452,394	456,929	470,094
NET INTERDEPARTMENTAL	4,131	10,647-	41,209
	-----	-----	-----
TOTAL	456,525	446,282	511,303
CAPITAL EXPENSE	0	0	0
	-----	-----	-----
TOTAL EXPENSES AND CAPITAL	456,525	446,282	511,303
	=====	=====	=====

AUTHORIZED PERSONNEL BUDGET YEAR 2003/2004

621-WATER MAINTENANCE & OPER. FUND

	Authorized 2001/ 2002	2002/ 2003	Adopted 2003/ 2004	Frozen 2003/ 2004
2323-LANDSCAPE - WATER CONSERVATION				
GROUNDSKEEPER II	2.00	2.00	2.00	0.00
GROUNDSKEEPER I	1.00	1.00	2.00	0.00
LABORER	1.00	1.00	0.00	0.00
Division Totals	4.00	4.00	4.00	0.00

Enterprise Fund Public Works Department

Revenue Division
UTILITY BILLING PROGRAM

The Utility Billing Program is responsible for billing and collection of the water and sewer accounts. The Program consists of customer service, billing, collection, and account service maintenance elements. 200,000 statements are produced annually. The Revenue Division is part of the Finance and Internal Services Department.

2001-03 ACCOMPLISHMENTS

1. Completed work with Technology Services to link the United California Bank automated cash remittance system with mainframe account records. Put into practice the U.C.B. option to establish same day bank credit for all processed payments.
2. Automated new account deposit charges.

2003-04 OBJECTIVES

1. Initiate a study to determine the feasibility of collecting City revenues over the Internet.

FUND: WATER MAINTENANCE & OPER. FUND FUND NUMBER: 621-1732
 DEPARTMENT: FINANCE DEPARTMENT
 PROGRAM MANAGER: REVENUE MANAGER

ACTIVITY SUMMARY BY EXPENDITURE CATEGORY

UTILITY BILLING PROGRAM

	2001/2002 ACTUAL	2002/2003 ADJUSTED BUDGET	2003/2004 ADOPTED BUDGET
EMPLOYEE SERVICES	366,077	377,257	412,498
MAINTENANCE & UTILITIES	5,226	3,998	3,798
SUPPLIES & SERVICES	177,074	173,083	164,635
DEPRECIATION	0	0	0
	-----	-----	-----
SUBTOTAL	548,377	554,338	580,931
NET INTERDEPARTMENTAL	47,951	29,372	29,168
	-----	-----	-----
TOTAL	596,328	583,710	610,099
CAPITAL EXPENSE	0	0	0
	-----	-----	-----
TOTAL EXPENSES AND CAPITAL	596,328	583,710	610,099
	=====	=====	=====

AUTHORIZED PERSONNEL BUDGET YEAR 2003/2004

621-WATER MAINTENANCE & OPER. FUND

	Authorized 2001/ 2002	2002/ 2003	Adopted 2003/ 2004	Frozen 2003/ 2004
1700-FINANCE DEPARTMENT				
1732-UTILITY BILLING PROGRAM				
LEAD CUSTOMER ACCOUNT CLERK	1.00	1.00	1.00	0.00
SENIOR CUSTOMER ACCOUNT CLERK	2.00	2.00	2.00	0.00
CUSTOMER ACCOUNT CLERK	3.50	3.50	3.50	0.00
Activity Totals	6.50	6.50	6.50	0.00

AIRPORT OPERATIONS FUND

This fund includes revenues and expenditures related to the operation, development, and maintenance of the Hayward Executive Airport, a general aviation reliever airport, encompassing 521 acres. The Airport Fund receives revenue from several sources, with hangar rent and land rent accounting for the majority of the revenue (\$1.9 million), while commissions, property tax, building rent, and tie down rent represent other sources of revenue.

Budgeted Net Income (Loss) This fund shows a budgeted deficit for 2003-04. A review of Transfers to Other Funds indicates the reason for the deficit. In 2003-04 the Operations Fund is able to transfer \$1 million to capital reserves. Adjusting for this transfer indicates the Operating Fund generates a positive income.

The services represented in this fund include:

- Operations/Maintenance
- Airport Development
- Lease Administration
- Noise Monitoring/Enforcement
- Marketing/Promotion

Airport Division **Hayward Executive Airport**

Hayward Executive Airport is a self-supporting general aviation reliever airport. Its function is to relieve air carrier airports of general aviation traffic in the San Francisco Bay Area. Airport staff interacts with the community and its airport users through standing noise and safety committees and supports the Council's Airport Committee. In addition, Airport staff works to promote aviation safety provide courteous and efficient service to the flying public, attract businesses that provide a full range of aviation services, physically develop the Airport to serve its ultimate operational capacity, and create a compatible environment with the surrounding community.

2001-03 ACCOMPLISHMENTS

1. Submitted for Council approval the Airport Master Plan (AMP) and continued to implement AMP recommended projects.
2. Submitted grant applications for eight separate airport improvement projects.
3. Installed and implemented new noise monitoring system and related software programs.
4. Completed project to enclose Sulphur Creek, which provided for future hangar development. Completed construction of a masonry run-up enclosure, reducing the noise impact to neighboring residents.

2003-04 OBJECTIVES

1. Continue to implement projects recommended in the AMP.
2. Improve airport security by installing additional gates and fencing.

FUND SUMMARY BY EXPENDITURE CATEGORY

631

AIRPORT OPERATIONS FUND

	2001/2002 ACTUAL	2002/2003 ADJUSTED BUDGET	2003/2004 ADOPTED BUDGET
EMPLOYEE SERVICES	727,593	765,972	808,881
MAINTENANCE & UTILITIES	150,934	159,640	151,657
SUPPLIES & SERVICES	304,624	313,006	304,614
DEPRECIATION	565,367	561,480	613,633
	-----	-----	-----
SUBTOTAL	1,748,518	1,800,098	1,878,785
NET INTERDEPARTMENTAL	52,545	59,916	73,325
	-----	-----	-----
TOTAL	1,801,063	1,860,014	1,952,110
 CAPITAL EXPENSE	 9,557	 0	 7,000
	-----	-----	-----
TOTAL EXPENSES AND CAPITAL	1,810,620	1,860,014	1,959,110
	=====	=====	=====

AUTHORIZED PERSONNEL BUDGET YEAR 2003/2004

631-AIRPORT OPERATIONS FUND

	Authorized 2001/ 2002	Authorized 2002/ 2003	Adopted 2003/ 2004	Frozen 2003/ 2004
2000-PUBLIC WORKS DEPARTMENT				
AIRPORT MANAGER	1.00	1.00	1.00	0.00
AIRPORT OPERATIONS MANAGER	1.00	1.00	1.00	0.00
ADMINISTRATIVE ANALYST I	1.00	1.00	1.00	0.00
AIRPORT MAINTENANCE LEADER	1.00	1.00	1.00	0.00
AIRPORT MAINTENANCEWORKER	3.00	3.00	3.00	0.00
ADMINISTRATIVE SECRETARY	1.00	1.00	1.00	0.00
ADMINISTRATIVE CLERK II	1.00	1.00	1.00	0.00
AIRPORT ATTENDANT	1.00	1.00	1.00	0.00
ADMINISTRATIVE INTERN	0.50	0.50	0.50	0.00
 Department Totals	 10.50	 10.50	 10.50	 0.00

AIRPORT OPERATION FUND

	2001/2002 ACTUAL	2002/2003 ADJUSTED BUDGET	2003/2004 ADOPTED BUDGET
ESTIMATED REVENUES			
BUILDING RENT	48,634	27,288	49,116
LAND RENT	961,373	1,109,726	1,066,454
TIEDOWN RENT	41,692	26,119	50,500
HANGAR RENT	792,394	793,820	820,524
FEES AND PERMITS	3,395	2,700	3,500
COMMISSIONS	303,180	305,187	305,187
INTEREST	110,069	184,000	52,000
PROPERTY TAX	189,856	104,206	189,856
OTHER INCOME	2,412	1,500	1,500
	-----	-----	-----
SUBTOTAL	2,453,005	2,554,546	2,538,637
TRANSFERS FROM OTHER FUNDS			
TOTAL-DETAIL ON NEXT PAGE	0	0	0
	-----	-----	-----
TOTAL CURRENT INCOME	2,453,005	2,554,546	2,538,637
	-----	-----	-----
OPERATING REQUIREMENTS			
EMPLOYEE SERVICES	727,593	765,972	808,881
MAINTENANCE & UTILITIES	150,934	159,640	151,657
SUPPLIES & SERVICES	304,624	313,006	304,614
DEPRECIATION	565,367	561,480	613,633
NET EXPENSE TRANSFERS	52,545	59,916	73,325
	-----	-----	-----
SUBTOTAL	1,801,063	1,860,014	1,952,110
TRANSFERS TO OTHER FUNDS			
TOTAL-DETAIL ON NEXT PAGE	3,516,914	1,107,412	1,380,281
	-----	-----	-----
TOTAL CURRENT REQUIREMENT	5,317,977	2,967,426	3,332,391
	-----	-----	-----
NET CURRENT INCOME<LOSS>	< 2,864,972>	< 412,880>	< 793,754>
	=====	=====	=====
CAPITAL ACQUISITIONS			
CAPITAL PROJECTS	0	0	0
OTHER CAPITAL EXPENSE	9,557	0	7,000
	-----	-----	-----
TOTAL	9,557	0	7,000
	=====	=====	=====

AIRPORT OPERATION FUND

	2001/2002 ACTUAL	2002/2003 ADJUSTED BUDGET	2003/2004 ADOPTED BUDGET
TRANSFERS FROM OTHER FUNDS			
TOTAL	0	0	0
TRANSFERS TO OTHER FUNDS			
COST ALLOC TO GENERAL FUND	139,747	130,425	140,859
LIABILITY INSURANCE ALLOC	36,719	36,843	36,843
CAP RESERVES TO AIRPORT CAPIT	500,000	700,000	1,000,000
D/S - COP'S TO AIRPORT IMPRVMT	236,600	237,600	0
MISC TRSFR TO WATER MAINT	1,205	1,260	202,579
MISC TRSFR TO AIRPORT CAP IMPV	2,600,000	0	0
MISC TRSFR TO AIRPORT IMPRVMT	2,643	1,284	0
TOTAL	3,516,914	1,107,412	1,380,281

AIRPORT FUND

WORKING CAPITAL SUMMARY

	2001/2002 ACTUAL	2002/2003 ESTIMATED ACTUAL	2003/2004 ADOPTED BUDGET
ESTIMATED REVENUES			
BUILDING RENT	48,634	27,288	49,116
LAND RENT	961,373	1,109,726	1,066,454
TIEDOWN RENT	41,692	26,119	50,500
HANGAR RENT	792,394	793,820	820,524
FEES AND PERMITS	3,395	2,700	3,500
COMMISSIONS	303,180	305,187	305,187
INTEREST	110,069	184,000	52,000
PROPERTY TAX	189,856	104,206	189,856
OTHER INCOME	2,412	1,500	1,500
	-----	-----	-----
SUBTOTAL	2,453,005	2,554,546	2,538,637
TRANSFERS FROM OTHER FUNDS			
TOTAL-DETAIL ON NEXT PAGE	0	0	0
	-----	-----	-----
TOTAL CURRENT INCOME	2,453,005	2,554,546	2,538,637
	-----	-----	-----
OPERATING REQUIREMENTS			
EMPLOYEE SERVICES	727,593	765,972	808,881
MAINTENANCE & UTILITIES	150,934	159,640	151,657
SUPPLIES & SERVICES	304,624	302,680	294,288
NET EXPENSE TRANSFERS	52,545	59,916	73,325
LONG TERM DEBT	10,327	10,326	10,326
	-----	-----	-----
SUBTOTAL	1,246,023	1,298,534	1,338,477
TRANSFERS TO OTHER FUNDS			
TOTAL-DETAIL ON NEXT PAGE	3,516,914	1,104,868	1,380,281
	-----	-----	-----
TOTAL CURRENT REQUIREMENT	4,762,937	2,403,402	2,718,758
	-----	-----	-----
NET CURRENT INCOME<LOSS>	< 2,309,932>	151,144	< 180,121>
OTHER CAPITAL EXPENSE	9,557	0	7,000
BALANCE SHEET &/OR AUDIT ADJ	2,428,729	0	0
	-----	-----	-----
NET INC/<DEC> WK CAPITAL	109,240	151,144	< 187,121>
BEGINNING WK CAPITAL BALANCE	2,368,236	2,477,476	2,628,620
	-----	-----	-----
ENDING WORKING CAPITAL BALANCE	2,477,476	2,628,620	2,441,499
	=====	=====	=====

AIRPORT FUND

WORKING CAPITAL SUMMARY

	2001/2002 ACTUAL	2002/2003 ESTIMATED ACTUAL	2003/2004 ADOPTED BUDGET
TRANSFERS FROM OTHER FUNDS			
TOTAL	0	0	0
TRANSFERS TO OTHER FUNDS			
COST ALLOC TO GENERAL FUND	139,747	130,425	140,859
LIABILITY INSURANCE ALLOC	36,719	36,843	36,843
CAP RESERVES TO AIRPORT CAPIT	500,000	700,000	1,000,000
D/S - COP'S TO AIRPORT IMPRVMT	236,600	237,600	0
MISC TRSFR TO WATER MAINT	1,205	0	202,579
MISC TRSFR TO AIRPORT CAP IMPV	2,600,000	0	0
MISC TRSFR TO AIRPORT IMPRVMT	2,643	0	0
TOTAL	3,516,914	1,104,868	1,380,281
OPERATING EXPENSES EXCLUDED			
ACCRUED INTEREST CHARGES	0	0	0
DEPRECIATION	565,367	561,480	613,633
TOTAL	565,367	561,480	613,633

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Enterprise Funds

Finance and Internal Services Department

CENTENNIAL HALL FUND

This fund accounts for the revenues and expenditures associated with rental of the public facilities at Centennial Hall and their operation and maintenance. The fund derives revenue from rental income of \$320,000 and receives an operating subsidy from the General Fund in the form of a transfer.

Budgeted Net Income (Loss) This fund shows a budgeted loss for 2003-04, which is offset by a transfer from the General Fund.

The services represented in this fund include:

- Space Rental
- Centennial Hall Maintenance and Operations
- Centennial Hall Promotion
- Catering Management

Building Management Division Centennial Hall Program

The Centennial Hall Program is responsible for the rental and operation of the City's civic auditorium. Centennial Hall hosts a variety of private, business, civic, and public events. In addition, the City uses Centennial Hall for training sessions, examinations, board and commission meetings, staff meetings, and City hosted conferences.

2001-03 ACCOMPLISHMENTS

1. Developed Centennial Hall web page on the City's Internet site.
2. Replaced HVAC units #1 and #2.

2003-04 OBJECTIVES

1. Attract new commercial client base.
2. Provide a user-friendly web page, which will include updated photos and information.
3. Computerize our Rental Agreement form and offer customized computer generated room layouts.

FUND SUMMARY BY EXPENDITURE CATEGORY

660

CENTENNIAL HALL MAINT. & OPER.

	2001/2002 ACTUAL	2002/2003 ADJUSTED BUDGET	2003/2004 ADOPTED BUDGET
EMPLOYEE SERVICES	332,648	329,313	352,224
MAINTENANCE & UTILITIES	92,492	118,961	101,709
SUPPLIES & SERVICES	85,144	104,083	87,572
DEPRECIATION	41,757	41,532	44,465
	-----	-----	-----
SUBTOTAL	552,041	593,889	585,970
NET INTERDEPARTMENTAL	184	0	0
	-----	-----	-----
TOTAL	552,225	593,889	585,970
CAPITAL EXPENSE	0	0	0
	-----	-----	-----
TOTAL EXPENSES AND CAPITAL	552,225	593,889	585,970
	=====	=====	=====

AUTHORIZED PERSONNEL BUDGET YEAR 2003/2004

660-CENTENNIAL HALL MAINT. & OPER.

	Authorized 2001/ 2002	2002/ 2003	Adopted 2003/ 2004	Frozen 2003/ 2004
2660-CENTENNIAL HALL				
AUDITORIUM COORDINATOR	1.00	1.00	1.00	0.00
AUDITORIUM LEADWORKER	1.00	1.00	1.00	0.00
FACILITIES SERVICEWORKER I	3.00	3.00	3.00	0.00
ADMINISTRATIVE CLERK I	0.50	0.50	0.50	0.00
Division Totals	5.50	5.50	5.50	0.00

CENTENNIAL HALL MAINTENANCE & OPERATION FUND

	2001/2002 ACTUAL	2002/2003 ADJUSTED BUDGET	2003/2004 ADOPTED BUDGET
ESTIMATED REVENUES			
RENTAL INCOME	348,488	320,000	340,000
INTEREST INCOME	0	0	0
FEE INCREASE RECOVERY	0	0	0
OTHER INCOME	13	0	0
	-----	-----	-----
SUBTOTAL	348,501	320,000	340,000
TRANSFERS FROM OTHER FUNDS			
TOTAL-DETAIL ON NEXT PAGE	339,376	361,125	331,161
	-----	-----	-----
TOTAL CURRENT INCOME	687,877	681,125	671,161
	-----	-----	-----
OPERATING REQUIREMENTS			
EMPLOYEE SERVICES	332,648	329,313	352,224
MAINTENANCE & UTILITIES	92,492	118,961	101,709
SUPPLIES & SERVICES	85,144	104,083	87,572
DEPRECIATION	41,757	41,532	44,465
NET EXPENSE TRANSFERS	184	0	0
	-----	-----	-----
SUBTOTAL	552,225	593,889	585,970
TRANSFERS TO OTHER FUNDS			
TOTAL-DETAIL ON NEXT PAGE	78,443	79,595	85,191
	-----	-----	-----
TOTAL CURRENT REQUIREMENT	630,668	673,484	671,161
	-----	-----	-----
NET CURRENT INCOME<LOSS>	57,209	7,641	0
	=====	=====	=====
CAPITAL ACQUISITIONS			
CAPITAL PROJECTS	0	0	0
OTHER CAPITAL EXPENSE	0	0	0
	-----	-----	-----
TOTAL	0	0	0
	=====	=====	=====

CENTENNIAL HALL MAINTENANCE & OPERATION FUND

	2001/2002 ACTUAL	2002/2003 ADJUSTED BUDGET	2003/2004 ADOPTED BUDGET
TRANSFERS FROM OTHER FUNDS			
TRANSF FROM GENERAL FUND	339,376	361,125	331,161
	-----	-----	-----
TOTAL	339,376	361,125	331,161
	=====	=====	=====
TRANSFERS TO OTHER FUNDS			
COST ALLOC TO GENERAL FUND	68,978	69,956	75,552
LIABILITY INSURANCE ALLOC	9,465	9,639	9,639
	-----	-----	-----
TOTAL	78,443	79,595	85,191
	=====	=====	=====

Internal Service Funds

FUND DESCRIPTIONS

Internal Service Funds are used to finance and account for goods and/or services provided by one City department to other City departments on a cost reimbursement basis.

- **Workers' Compensation Fund** - Workers' compensation reimbursable costs.
- **Liability Insurance Fund** - Risk management expenses and self-insurance costs.
- **Equipment Management Fund** - Operation, maintenance, and replacement of vehicles and mobile radio units.

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WORKERS' COMPENSATION FUND

Revenue Overview

This fund accounts for revenue and expenditures of the Workers' Compensation Program, which provides benefits and assistance to employees that sustain work-connected injuries or illnesses. The fund is supported by charges to other City funds ("payroll insurance premium"). This amount can vary from year to year, as the workers' compensation rate charged to the funds are based on several factors, including actual experience and projections regarding workers' compensation losses. For 2003-04, revenue to the fund is estimated at \$3.7 million.

The services represented in this fund include:

- Program Administration
- Workers' Compensation Insurance Benefits
- Workers' Compensation Trust Account

Workers' Compensation Program

The Human Resources Department administers the Workers' Compensation Program. This includes coordination and monitoring of expenditures from the Trust Account and serving as a liaison to the third party claims administrator who processes employee claims. Program expenditures are funded by charges to other funds citywide, by interest income, and by refunds from third-party recoveries. The program provides benefit counseling to employees and others regarding integration of Workers' Compensation benefits, state-mandated benefits, and supplemental benefits provided by the City. A third-party administrator, whose activities are closely monitored by Human Resources Department staff, accomplishes actual payment of claims.

Staff also serves as liaison to the City's primary medical care provider, St. Rose Hospital. Human Resources staff also plans and coordinates other programs to promote employee well being and reduce Workers' Compensation losses. These include the Employee Assistance Program designed to assist employees in resolving personal problems that adversely affect job performance; critical incident group counseling for safety and/or traumatized personnel; coordination of disability retirement applications resulting from industrial injuries; arranging periodic audits of the Workers' Compensation claims administrator; and periodic actuarial evaluations of the City's losses and reserve funding.

2001-03 ACCOMPLISHMENTS

1. Reviewed injury statistics to develop safety and training programs to improve work place safety and reduce claims.
2. Obtained and analyzed alternate coverage and cost quotations for Excess Workers' Compensation Insurance coverage.

2003-04 OBJECTIVES

1. Coordinate a workers' compensation third party claims administrator program audit.

Internal Service Fund Human Resources Department
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2. Complete the request-for-proposal process for the workers' compensation third party claims administration for the contract period starting July 1, 2005.

FUND SUMMARY BY EXPENDITURE CATEGORY

710

WORKERS' COMPENSATION FUND

	2001/2002 ACTUAL	2002/2003 ADJUSTED BUDGET	2003/2004 ADOPTED BUDGET
EMPLOYEE SERVICES	159,493	156,876	169,663
MAINTENANCE & UTILITIES	0	618	587
SUPPLIES & SERVICES	3,442,558	3,223,927	3,689,448
DEPRECIATION	0	0	0
	-----	-----	-----
SUBTOTAL	3,602,051	3,381,421	3,859,698
NET INTERDEPARTMENTAL	47,479	40,492	46,286
	-----	-----	-----
TOTAL	3,649,530	3,421,913	3,905,984
CAPITAL EXPENSE	0	0	0
	-----	-----	-----
TOTAL EXPENSES AND CAPITAL	3,649,530	3,421,913	3,905,984
	=====	=====	=====

AUTHORIZED PERSONNEL BUDGET YEAR 2003/2004

710-WORKERS' COMPENSATION FUND

1600-HUMAN RESOURCES DEPARTMENT

	Authorized 2001/ 2002	2002/ 2003	Adopted 2003/ 2004	Frozen 2003/ 2004
EMPLOYEE BENEFITS ADMINISTRATOR	1.00	1.00	1.00	0.00
SECRETARY (CONF)	1.00	1.00	1.00	0.00
Department Totals	2.00	2.00	2.00	0.00

WORKERS COMPENSATION SELF-INSURANCE FUND

	2001/2002 ACTUAL	2002/2003 ADJUSTED BUDGET	2003/2004 ADOPTED BUDGET
ESTIMATED REVENUES			
PAYROLL INSURANCE PREMIUM	3,430,977	3,623,520	3,973,918
INTEREST EARNED	41,938	87,000	17,000
OTHER REVENUE	102,145	0	0
	-----	-----	-----
SUBTOTAL	3,575,060	3,710,520	3,990,918
TRANSFERS FROM OTHER FUNDS			
TOTAL-DETAIL ON NEXT PAGE	0	0	120,655
	-----	-----	-----
TOTAL CURRENT INCOME	3,575,060	3,710,520	4,111,573
	-----	-----	-----
OPERATING REQUIREMENTS			
EMPLOYEE SERVICES	159,493	156,876	169,663
MAINTENANCE & UTILITIES	0	618	587
SUPPLIES & SERVICES	352,517	333,630	316,948
DEPRECIATION	0	0	0
NET EXPENSE TRANSFERS	47,479	40,492	46,286
INSURANCE	75,000	127,250	0
WORKERS COMPENSATION EXPENSE	3,015,041	2,763,047	3,372,500
	-----	-----	-----
SUBTOTAL	3,649,530	3,421,913	3,905,984
TRANSFERS TO OTHER FUNDS			
TOTAL-DETAIL ON NEXT PAGE	113,247	121,278	130,794
	-----	-----	-----
TOTAL CURRENT REQUIREMENT	3,762,777	3,543,191	4,036,778
	-----	-----	-----
NET CURRENT INCOME<LOSS>	< 187,717>	167,329	74,795
	=====	=====	=====
CAPITAL ACQUISITIONS			
CAPITAL PROJECTS	0	0	0
OTHER CAPITAL EXPENSE	0	0	0
	-----	-----	-----
TOTAL	0	0	0
	=====	=====	=====

WORKERS COMPENSATION SELF-INSURANCE FUND

	2001/2002 ACTUAL	2002/2003 ADJUSTED BUDGET	2003/2004 ADOPTED BUDGET
TRANSFERS FROM OTHER FUNDS			
MISC TRANSF FROM GENERAL FUND	0	0	120,655
	-----	-----	-----
TOTAL	0	0	120,655
	=====	=====	=====
TRANSFERS TO OTHER FUNDS			
COST ALLOC TO GENERAL FUND	110,966	118,955	128,471
LIABILITY INSURANCE ALLOC	2,281	2,323	2,323
	-----	-----	-----
TOTAL	113,247	121,278	130,794
	=====	=====	=====

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LIABILITY INSURANCE FUND

Revenue Overview

Liability Insurance Fund represents self-insurance costs and expenses associated with risk management activities, which are supported by charges (appearing in the fund as transfers) to the City's operating funds. The other funds contribute to the Liability Insurance Fund based on a variety of factors including the number and types of employees in the fund and the City's public liability and property exposure represented by the fund. For 2003-04, charges to these funds are expected to remain flat, and thus revenue to the Insurance Fund, is expected to be \$1.5 million.

The services represented in this fund include:

- Claim Investigation and Administration
- Insurance Programs
- Restitution Program
- Loss Prevention and Control Advice
- Workers' Compensation Analysis

Risk Management Program

The City Attorney's Office administers the City's Liability Claims and Insurance Programs and advises City departments on general risk management and insurance issues.

2001-03 ACCOMPLISHMENTS

1. Customized computerized system for claims and litigation management to maximize utilization by attorneys and support staff.
2. Assessed function of database application of the new claims and litigation management system in order to eliminate the need for the services of an outside third party claims administrator.
3. Due to the downturn in the insurance market, procuring long-term contracts for the City's insurance programs was not possible. The City is purchasing insurance on a yearly basis until we experience more favorable market conditions.

2003-04 OBJECTIVES

1. Continue building litigation team to handle insurance defense litigation in-house.
2. Cross-train City staff to handle and process insurance claims
3. Improve computerized database for more efficient claims administration.

FUND SUMMARY BY EXPENDITURE CATEGORY

711

LIABILITY INSURANCE FUND

	2001/2002 ACTUAL	2002/2003 ADJUSTED BUDGET	2003/2004 ADOPTED BUDGET
EMPLOYEE SERVICES	210,516	193,977	228,927
MAINTENANCE & UTILITIES	20,974	948	901
SUPPLIES & SERVICES	996,635	1,324,852	1,258,610
DEPRECIATION	0	0	0
	-----	-----	-----
SUBTOTAL	1,228,125	1,519,777	1,488,438
NET INTERDEPARTMENTAL	0	0	0
	-----	-----	-----
TOTAL	1,228,125	1,519,777	1,488,438
CAPITAL EXPENSE	0	0	0
	-----	-----	-----
TOTAL EXPENSES AND CAPITAL	1,228,125 =====	1,519,777 =====	1,488,438 =====

AUTHORIZED PERSONNEL BUDGET YEAR 2003/2004

711-LIABILITY INSURANCE FUND

	Authorized 2001/ 2002	2002/ 2003	Adopted 2003/ 2004	Frozen 2003/ 2004
1300-CITY ATTORNEY DEPARTMENT				
ASSISTANT CITY ATTORNEY	1.00	1.00	1.00	0.00
LEGAL SECRETARY II	1.00	1.00	1.00	0.00
Department Totals	2.00	2.00	2.00	0.00

LIABILITY SELF-INSURANCE FUND

	2001/2002 ACTUAL	2002/2003 ADJUSTED BUDGET	2003/2004 ADOPTED BUDGET
ESTIMATED REVENUES			
INTEREST EARNED	171,131	140,000	84,000
OTHER REVENUE	578,151	0	0
	-----	-----	-----
SUBTOTAL	749,282	140,000	84,000
TRANSFERS FROM OTHER FUNDS			
TOTAL-DETAIL ON NEXT PAGE	1,484,446	1,511,164	1,511,164
	-----	-----	-----
TOTAL CURRENT INCOME	2,233,728	1,651,164	1,595,164
	-----	-----	-----
OPERATING REQUIREMENTS			
EMPLOYEE SERVICES	210,516	193,977	228,927
MAINTENANCE & UTILITIES	20,974	948	901
SUPPLIES & SERVICES	205,625	384,852	365,610
DEPRECIATION	0	0	0
NET EXPENSE TRANSFERS	0	0	0
INSURANCE	559,936	690,000	655,500
PUBLIC LIABILITY CLAIMS PAID	231,074	250,000	237,500
	-----	-----	-----
SUBTOTAL	1,228,125	1,519,777	1,488,438
TRANSFERS TO OTHER FUNDS			
TOTAL-DETAIL ON NEXT PAGE	304,983	344,599	372,167
	-----	-----	-----
TOTAL CURRENT REQUIREMENT	1,533,108	1,864,376	1,860,605
	-----	-----	-----
NET CURRENT INCOME<LOSS>	700,620	< 213,212 >	< 265,441 >
	=====	=====	=====
CAPITAL ACQUISITIONS			
CAPITAL PROJECTS	0	0	0
OTHER CAPITAL EXPENSE	0	0	0
	-----	-----	-----
TOTAL	0	0	0
	=====	=====	=====

LIABILITY SELF-INSURANCE FUND

	2001/2002 ACTUAL	2002/2003 ADJUSTED BUDGET	2003/2004 ADOPTED BUDGET
TRANSFERS FROM OTHER FUNDS			
LIAB INS ALLOC - GEN'L FUND	1,024,593	1,043,414	1,043,414
LIAB INS ALLOC - RECYCLING	3,421	3,484	3,484
LIAB INS ALLOC - BLOCK GRANT	8,552	8,710	8,710
LIAB INS ALLOC - HOUSING MORTG	1,140	1,161	1,161
LIAB INS ALLOC - REDEV AGENCY	4,561	4,645	4,645
LIAB INS ALLOC - STORMWATER	13,725	13,977	13,977
LIAB INS ALLOC - WWTP M & O	202,047	205,758	205,758
LIAB INS ALLOC - WATER M & O	150,589	153,355	153,355
LIAB INS ALLOC - AIRPORT	36,719	36,843	36,843
LIAB INS ALLOC - CENT HALL	9,465	9,639	9,639
LIAB INS ALLOC - WORKERS COMP	2,281	2,323	2,323
LIAB INS ALLOC - EQUIP MGMT	27,353	27,855	27,855
	-----	-----	-----
TOTAL	1,484,446	1,511,164	1,511,164
	=====	=====	=====
TRANSFERS TO OTHER FUNDS			
COST ALLOC TO GENERAL FUND	304,983	344,599	372,167
	-----	-----	-----
TOTAL	304,983	344,599	372,167
	=====	=====	=====

Internal Service Fund

Finance and Internal Services Department

EQUIPMENT MANAGEMENT FUND

Revenue Overview

This fund collects monies for the operation, maintenance, repair, and replacement of City vehicles and mobile radio units. The cost of the program is supported by rental rates charged to the operating departments, proceeds from recycling efforts, labor recovery for specialized non-automotive services, and warranty recovery. Equipment Management's primary source of funding is vehicle and radio operation and replacement revenue from serviced City departments.

The services represented in this fund include:

- Vehicle and Equipment Maintenance/Replacement
- Radio Maintenance/Replacement
- Inspections
- Fueling Services

EQUIPMENT MANAGEMENT DIVISION

Provides vehicle/equipment/radio acquisition, maintenance, repair, replacement and disposal for the City's 360 vehicle/equipment fleet and 310 mobile radios. Other responsibilities include performing State-mandated inspections, complying with all applicable hazardous materials regulations, and providing fuel and associated services to seven fueling stations.

2001-03 ACCOMPLISHMENTS

1. Acquired various pieces of equipment.

2003-04 OBJECTIVES

1. Initiate a study to determine if an automobile leasing program is feasible and beneficial.

FUND SUMMARY BY EXPENDITURE CATEGORY

730

EQUIPMENT MANAGEMENT FUND

	2001/2002 ACTUAL	2002/2003 ADJUSTED BUDGET	2003/2004 ADOPTED BUDGET
EMPLOYEE SERVICES	923,612	973,163	1,040,398
MAINTENANCE & UTILITIES	305,608	227,015	215,664
SUPPLIES & SERVICES	903,238	1,049,654	1,135,381
DEPRECIATION	1,054,712	1,026,329	1,185,772
	-----	-----	-----
SUBTOTAL	3,187,170	3,276,161	3,577,215
NET INTERDEPARTMENTAL	0	0	0
	-----	-----	-----
TOTAL	3,187,170	3,276,161	3,577,215
 CAPITAL EXPENSE	 639,427	 1,400,000	 700,000
	-----	-----	-----
TOTAL EXPENSES AND CAPITAL	3,826,597	4,676,161	4,277,215
	=====	=====	=====

AUTHORIZED PERSONNEL BUDGET YEAR 2003/2004

730-EQUIPMENT MANAGEMENT FUND

	Authorized 2001/ 2002	2002/ 2003	Adopted 2003/ 2004	Frozen 2003/ 2004
1700-FINANCE DEPARTMENT				
EQUIPMENT MANAGER	1.00	1.00	1.00	0.00
EQUIP MAINTENANCE SUPERVISOR	1.00	1.00	1.00	0.00
EQUIPMENT MECHANIC II	5.00	5.00	5.00	0.00
EQUIPMENT MECHANIC I	3.00	3.00	3.00	0.00
EQUIPMENT PARTS STOREKEEPER	1.00	1.00	1.00	0.00
EQUIPMENT SERVICE ATTENDANT	1.00	1.00	1.00	0.00
SENIOR SECRETARY	1.00	1.00	1.00	0.00
 Department Totals	 13.00	 13.00	 13.00	 0.00

EQUIPMENT MANAGEMENT FUND

	2001/2002 ACTUAL	2002/2003 ADJUSTED BUDGET	2003/2004 ADOPTED BUDGET
ESTIMATED REVENUES			
VEHICLE RENTAL-M&O	2,817,405	1,682,151	1,658,462
VEHICLE RENTAL-REPLACEMENT	0	1,757,403	1,732,668
RADIO RENTAL-M&O	0	34,000	32,000
RADIO RENTAL-REPLACEMENT	0	32,000	32,000
SALE OF EQUIPMENT	12,835	0	0
DAMAGE TO CITY PROPERTY	16,367	0	0
FROM OTHER AGENCIES	0	0	0
INTEREST INCOME	16,524	0	8,000
OTHER INCOME	353,927	583,000	0
	-----	-----	-----
SUBTOTAL	3,217,058	4,088,554	3,463,130
TRANSFERS FROM OTHER FUNDS			
TOTAL-DETAIL ON NEXT PAGE	1,035,934	0	0
	-----	-----	-----
TOTAL CURRENT INCOME	4,252,992	4,088,554	3,463,130
	-----	-----	-----
OPERATING REQUIREMENTS			
EMPLOYEE SERVICES	923,612	973,163	1,040,398
MAINTENANCE & UTILITIES	305,608	227,015	215,664
SUPPLIES & SERVICES	903,238	1,049,654	1,135,381
DEPRECIATION	1,054,712	1,026,329	1,185,772
NET EXPENSE TRANSFERS	0	0	0
	-----	-----	-----
SUBTOTAL	3,187,170	3,276,161	3,577,215
TRANSFERS TO OTHER FUNDS			
TOTAL-DETAIL ON NEXT PAGE	163,099	188,756	177,690
	-----	-----	-----
TOTAL CURRENT REQUIREMENT	3,350,269	3,464,917	3,754,905
	-----	-----	-----
NET CURRENT INCOME<LOSS>	902,723	623,637	< 291,775>
	=====	=====	=====
CAPITAL ACQUISITIONS			
CAPITAL PROJECTS	640,100-	0	0
VEHICLES AND EQUIPMENT	601,338	1,400,000	700,000
OTHER CAPITAL EXPENSE	38,089	0	0
	-----	-----	-----
TOTAL	673-	1,400,000	700,000
	=====	=====	=====

EQUIPMENT MANAGEMENT FUND

	2001/2002 ACTUAL	2002/2003 ADJUSTED BUDGET	2003/2004 ADOPTED BUDGET
TRANSFERS FROM OTHER FUNDS			
CAPITAL TRANSF FROM GEN'L FUND	500,000	0	0
ASSET TRANSF FR OTH FD - OPER	535,934	0	0
	-----	-----	-----
TOTAL	1,035,934	0	0
	=====	=====	=====
TRANSFERS TO OTHER FUNDS			
COST ALLOC TO GENERAL FUND	135,746	160,901	149,835
LIABILITY INSURANCE ALLOC	27,353	27,855	27,855
	-----	-----	-----
TOTAL	163,099	188,756	177,690
	=====	=====	=====